Curriculum Overview

Career and Technical Education Series

Table of Contents

Middle School

Career Explorations I

The Career Explorations I course is designed to give seventh- and eighth-grade students an opportunity to explore various CTE subjects. Specifically, students will be able to learn about careers involving human-related services.

Each unit introduces one particular field and explains its past, present, and future. The goal is to whet students' appetites for these careers. Students can then explore that career in more detail as a high school student.

- **Unit 1: Career Management:** This unit examines the elements of employment, from the purpose and personal benefits of work to lifelong learning and technology. Students learn about wages and employment benefits, find out how to maintain a time sheet, set lifestyle goals that match their work goals, and attain problem-solving skills. Students will also explore career clusters and begin a project that helps them which career clusters best match their talents and life goals.

- **Unit 2: Introduction to Careers in Health Sciences:** In this unit, students learn about the history of health care and its shift from a focus on religion and culture to one a more scientific approach. Students also explore important medical discoveries of the 17th and 18th centuries, and the integration of technology into medicine.

- **Unit 3: Hospitality and Tourism Systems:** Travel and tourism is the largest industry in the world, and it continues to grow each year. Employing 7.5 million people in the United States, the travel and tourism industry depends on visitors traveling to or within the United States. In 2010, sixty million international visitors came to the United States and spent $134 billion. Travel is divided into two broad categories: leisure travel and business travel.

  The industry is made up of various sectors that provide services to people going on vacation, taking a business trip, or visiting an attraction. These sectors include accommodations, transportation, entertainment and attractions, sightseeing and guide services, dining services, and shopping and retail. Within the travel industry, the types of vacation packages or travel products people buy are either considered commodities or experiences.

- **Unit 4: Human Services:** In this unit, students will learn about the human services professional who usually works for a government agency or nonprofit organization. He or she provides assistance, counseling, and training to help people change and acquire better coping skills. These professionals do not rescue people; they empower people, and they respect people’s right to self-determination.

  Some of the populations targeted for help by human services professionals include those living in poverty, those suffering from substance abuse and alcoholism, the homeless, victims of domestic abuse, the mentally or physically disabled, and the elderly. Organizations that seek to help such people and employ human services professionals include federal and state agencies, drug and alcohol treatment centers, nursing homes and elder care facilities, women’s shelters, hospitals, psychiatric facilities, schools and universities, police departments, prisons, courts, and many others.

- **Unit 5: Consumer Services:** Consumer services organizations are those that provide services to individual consumers, as opposed to businesses. There are many industries represented in consumer services, offering careers in fields such as advertising, apparel, consulting, entertainment, health care, hospitality, law, personal services, online services, real estate, and travel.

  The largest part of any consumer services job is working well with people to solve problems, which requires a positive attitude and good communications skills. Because of the wide range of opportunities and types of jobs in consumer services, educational requirements can vary from a high school diploma and on-the-job training to internships and graduate degrees. Some consumer services career paths, particularly in counseling or sales, require licenses or certifications.

Career Explorations I

Unit 1: Career Management

Assignments

1. Course Overview
2. The Purpose of Work
3. Personal Benefits of Work
4. Wages and Employment Benefits
5. Project: Time Sheet
6. Project: Earnings Statement
7. Lifestyle Goals
8. Project: Lifestyle Budget
9. Societal Benefits of Work
10. Quiz: What is Work?
11. Basic Work Qualifications
12. Work Environment
13. Basic Employability Skills
14. Project: Basic Employability Skills*
15. Problem Solving
16. Project: Problem Solving*
17. Lifelong Learning and Technology
18. Career Clusters
19. Project: Career Clusters Research Tri-fold Brochure*
20. Quiz: Elements of Work
21. Special Project*
22. Review
23. Test
24. Glossary and Credits

Career Explorations I

Unit 2: Introduction to Careers in Health Sciences

Assignments

1. Medicine from Ancient Times Through the Middle Ages
2. Medicine in the Seventeenth and Eighteenth Centuries
3. The Rise of Modern Medicine
4. Project: Ancient vs. Modern Medical Practices
5. Project: Different Health Career Possibilities
6. Quiz: History of Medicine and Medical Discovery
7. Molecular Technology: Gene Chips
8. Advances in Medical Imaging
9. Innovations in Transplantation
10. Project: Genetics
11. Project: How Technology is Used in Medicine
12. Quiz: Recent Advances in Science and Technology
13. Special Project*
14. Test
15. Glossary and Credits

Career Explorations I

Unit 3: Introduction to Hospitality and Tourism Systems

Assignments

1. Travel Terms
2. Segments of the Travel Industry
3. Travel Product Distribution and Why We Travel
4. Project: Travel Terminology
5. Project: Segments of the Travel Industry
6. Quiz: The Foundations of Travel
7. Geographic Basics and Where We Travel
8. The Countries We Visit — Part 1
9. The Countries We Visit — Part 2
10. Project: Geographic Basics and Where We Travel
11. Project: The Countries We Visit
12. Quiz: The Geography of Travel
13. Special Project*
14. Test
15. Glossary and Credits

Career Explorations I

Unit 4: Introduction to Human Services

Assignments

1. Solving Problems vs. Teaching Problem-Solving Skills
2. Types of Populations, Services, and Fulfilling Needs
3. Project: Let's Get Happy and Let's Get Rich
8. Policy and Program-Planning Interventions
9. Project: Designing A Human Services Organization
10. Administration
11. Project: Life After High School

	4. What Human Services Organizations Do	12. Quiz: Providers of Human Services
	5. Project: Know Your Surroundings	13. Special Project*
	6. Quiz: History, Standards, and Overarching Mission	14. Test
	7. Direct Service Interventions	15. Glossary and Credits

Career Explorations I	**Unit 5: Introduction to Consumer Services**	
	Assignments	
	1. What are Consumer Services?	8. Safety Within the Organization
	2. Customer Service and Consumer Advocacy	9. Project: Drafting a Safety Policy
	3. Project: Personal Skills Evaluation	10. External Influences on Consumer Services
	4. Professional Organizations, Certifications, and Resources	11. Project: Interview-based Article on Sustainability
		12. Quiz: Organizational Structure
	5. Project: Building a Portfolio	13. Special Project*
	6. Quiz: Introduction and Basic Competencies	14. Test
	7. Organizational Structures	15. Glossary and Credits

CE1	**Unit 6: Course Review, Project, and Exam**	
	Assignments	
	1. Course Project: Decisions, Decisions*	3. Exam
	2. Review	

(*) Indicates alternative assignment

Career Explorations II

The Career Explorations II course is designed to give seventh- and eighth-grade students an opportunity to explore various CTE subjects. Specifically, students will be able to learn about careers involving various technical fields from computers to agriculture.

Each unit introduces one particular field and explains its past, present, and future. The goal is to whet students' appetites for these careers. Students can then explore that career in more detail as a high school student.

Objectives

- Identify the basic components of a computer system and its use within a networking/communications environment.
- Discuss the history, development, and use of the Internet and mobile computing technology in business and society.
- Explore systems design and implementation.
- State the purpose of a computer network, and explain the role of network hardware in achieving that purpose.
- Identify the advancement of agriculture to the present day.
- Explain sustainable agriculture and its impact on society.
- Understand the STEM field along with the concepts, theories, practical applications, and STEM careers.

Career Explorations II

Unit 1: Information Technology

Assignments

1. Course Overview
2. Computer Systems and Networks
3. Network Ethics and Security
4. Project: Benefit Analysis Study: Small Business Expansion
5. Information Storage
6. Project: Correspondence Between Stringer and Newspaper Editor: Media Preview
7. Quiz: Computer Systems and Networks
8. Internet in Business and Society
9. Human-Centered Technology
10. Project: Biometrics Report
11. Mobile Computing
12. Project: Geocache Treasure Hunt
13. Quiz: Internet in Business and Society
14. Special Project*
15. Test
16. Glossary and Credits

Career Explorations II

Unit 2: Introduction to Information Support and Services

Assignments

1. Supporting the Business Workflow Model
2. Project: Understanding Software Development Models
3. Operating Systems, Hardware, and Software Selection
4. Project: Building a Mind Map
5. Implementation and End-User Training
6. Project: Preparing a Support Plan
7. Quiz: On-Premise Systems
8. Public Clouds
9. Project: Moving to the Cloud
10. Private Clouds
11. Hybrid Clouds
12. Project: Companies in the Hybrid Cloud
13. Quiz: Cloud-Based Systems
14. Special Project*
15. Test
16. Glossary and Credits

Career Explorations II	Unit 3: Introduction to Network Systems	
	Assignments	
	1. Networking Concepts	9. Project: Slide Show: Networking Layers
	2. Project: Report: Technology Devices	10. Data Encapsulation
	3. Network Devices and Components	11. Project: Slide Show: Data Encapsulation
	4. Network Topologies	12. Quiz: OSI and TCP/IP Networking Models
	5. Project: Hardware Awareness	13. Special Project*
	6. Quiz: Computer Networks	14. Test
	7. The OSI Reference Model	15. Glossary and Credits
	8. The TCP/IP Networking Model	

Career Explorations II	Unit 4: Introduction to Agriculture, Food, and Natural Resources	
	Assignments	
	1. People and Agriculture	9. Agriculture and the Economy
	2. Project: People, Agriculture, and Society	10. Project: Research and Learn: Commodities and Exchanges
	3. Advances in Agriculture	11. Food Distribution and Safety
	4. Today's Agricultural Consumer	12. Quiz: Agriculture's Role in Society
	5. Project: Percent Spent	13. Special Project*
	6. Quiz: Overview of Agriculture	14. Test
	7. Sustainable Agriculture	15. Glossary and Credits
	8. Project: Research and Learn: The Power of Poo!	

Career Explorations II	Unit 5: Introduction to Stem	
	Assignments	
	1. What is STEM Education?	8. Project: Create a Google Website
	2. The Great Discoverers and Discoveries	9. Get Organized: Mind Maps and Mind Mapping!
	3. Project: Timeline of Great Discoverers and Discoveries in the STEM Field	10. Education and Training in STEM
	4. Identify Careers in Science, Technology, Engineering, and Mathematics	11. Project: Mind Map of Personal STEM Education and Career Plan
	5. Project: Exploring Careers in the STEM Field	12. Quiz: What Lies Ahead?
	6. Quiz: Introduction	13. Special Project*
	7. Get Organized: Outlines and Outliners!	14. Test
		15. Glossary and Credits

CE2	Unit 6: Course Project, Review and Final Exam	
	Assignments	
	1. Course Project: And the Results Are...*	3. Exam
	2. Review	

(*) Indicates alternative assignment

Keyboarding and Applications

Keyboarding and Applications is a semester-long elective that teaches students keyboarding skills, technical skills, effective communication skills, and productive work habits. In this course, students will learn about proper keyboarding technique. Once students have been introduced to keyboarding skill, lessons will include daily practice of those skills. Students will gain an understanding of computer hardware, operating systems, file management, and the Internet. In addition, they will apply their keyboarding skills and create a variety of business documents, including word processing documents and electronic presentations.

Objectives

- Identify various technologies, current and emerging.
- Select the appropriate technology to complete a task.
- Use the computer's operating system to execute work responsibilities.
- Demonstrate proper keyboarding technique.
- Improve speed and accuracy of keyboarding skills.
- Create word-processing documents with columns, graphics, and bulleted lists.
- Create and deliver an effective presentation following presentation guidelines.
- Effectively navigate the Internet and search for information.
- Evaluate a Web site in terms of reliability.
- Demonstrate communication skills for obtaining and conveying information.
- Send and receive information using electronic mail, following appropriate guidelines.

Keyboarding and Applications	**Unit 1: Computer Hardware**	
	Assignments	
	1. Course Overview	10. Quiz 2: Business Solutions
	2. Hardware and Software	11. Alternate Quiz 2—Form A: Business Solutions*
	3. Current Business Technology	12. Alternate Quiz 2—Form B: Business Solutions*
	4. Quiz 1: Overview of Hardware and Software	13. Project: Technology in Business
	5. Alternate Quiz 1—Form A: Overview of Hardware and Software *	14. Special Project*
		15. Review
	6. Alternate Quiz 1—Form B: Overview of Hardware and Software*	16. Test
		17. Alternate Test—Form A*
	7. Case Studies	18. Alternate Test—Form B *
	8. Emerging Technology	19. Glossary and Credits
	9. Project: Defining Technical Terms	

Keyboarding and Applications	**Unit 2: Keyboarding**	
	Assignments	
	1. Keyboarding Pretest	7. Review
	2. Keyboarding Exercises	8. Test
	3. Number Keypad	9. Alternate Test—Form A*
	4. Keyboarding Practice	10. Alternate Test—Form B*
	5. Project: Timed Typing Tests	11. Glossary and Credits
	6. Special Project*	

Keyboarding and Applications

Unit 3: Computer Operating Systems

Assignments

1. What Is an Operating System?
2. Getting Started–Exploring the Desktop
3. Using the Interface
4. File Management
5. Quiz 1: Operating Systems and File Management
6. Alternate Quiz 1—Form A: Keyboarding Skills*
7. Alternate Quiz 1—Form B: Keyboarding Skills*
8. Project: Customize Your Desktop
9. Special Project*
10. Review
11. Test
12. Alternate Test—Form A*
13. Alternate Test—Form B*
14. Glossary and Credits

Keyboarding and Applications

Unit 4: Word Processing

Assignments

1. Word Processing Basics
2. Writing and Editing a Document
3. Project: Creating a Memo
4. Formatting
5. Project: Writing Assignment
6. Quiz 1: Introduction to Word Processing
7. Alternate Quiz 1—Form A: Introduction to Word Processing*
8. Alternate Quiz 1—Form B: Introduction to Word Processing*
9. Copying, Cutting, and Pasting
10. Newsletters
11. Project: Creating a Newsletter
12. Quiz 2: Keyboarding Skills
13. Alternate Quiz 2—Form A: Keyboarding Skill*
14. Alternate Quiz 2—Form B: Keyboarding Skill*
15. Special Project*
16. Review
17. Test
18. Alternate Test—Form A*
19. Alternate Test—Form B*
20. Glossary and Credits

Keyboarding and Applications

Unit 5: Presentation Technology

Assignments

1. What is Presentation Technology?
2. How is Presentation Technology Used?
3. Quiz 1: An Introduction to Presentation Technology
4. Alternate Quiz 1—Form A: An Introduction to Presentation Technology*
5. Alternate Quiz 1—Form B: An Introduction to Presentation Technology*
6. Working with Text
7. Working with Graphics
8. Working with Special Effects
9. Quiz 2: Presentation Guidelines
10. Alternate Quiz 2—Form A: Presentation Guidelines*
11. Alternate Quiz 2—Form B: Presentation Guidelines*
12. Content
13. Layout
14. Putting It All Together
15. Quiz 3: Presentation Planning
16. Alternate Quiz 3—Form A: Presentation Planning*
17. Alternate Quiz 3—Form B: Presentation Planning*
18. Project: Creating a Presentation
19. Special Project*
20. Review
21. Test
22. Alternate Test—Form A*
23. Alternate Test—Form B*
24. Glossary and Credits

Keyboarding and Applications

Unit 6: Internet

Assignments

1. Internet Browsers
2. Internet Strategies
3. Finding Reliable Internet Resources
4. Quiz: Introduction to the Internet
5. Alternate Quiz—Form A: Introduction to the Internet*
6. Alternate Quiz—Form B: Introduction to the Internet*
7. Project: The History of the Internet
8. Special Project*
9. Review
10. Test
11. Alternate Test—Form A*
12. Alternate Test—Form B*
13. Glossary and Credits

Keyboarding and Applications

Unit 7: Communication Skills

Assignments

1. Communication Skills
2. Electronic Communication Skills
3. Beyond E-mail
4. Project: Revising E-mail
5. Quiz 1: Overview of Effective Communication Skills
6. Alternate Quiz 1—Form A: Overview of Effective Communication Skills*
7. Alternate Quiz 1—Form B: Overview of Effective Communication Skills*
8. Workplace Skills, Habits, and Attitudes
9. Active Listening
10. Quiz 2: Desirable Workplace Skills, Habits, and Attitudes
11. Alternate Quiz 2—Form A: Desirable Workplace Skills, Habits, and Attitudes*
12. Alternate Quiz 2—Form B: Desirable Workplace Skills, Habits, and Attitudes*
13. Special Project*
14. Review
15. Test
16. Alternate Test—Form A *
17. Alternate Test—Form B*
18. Glossary and Credits

K&A

Unit 8: Course Review and Exam

Assignments

1. Review
2. Exam
3. Alternate Exam—Form A*
4. Alternate Exam—Form B*

(*) Indicates alternative assignment

Architecture and Construction

Introduction to Careers in Architecture and Construction

The goal of this course is to provide students with an overview of careers in Architecture and Construction in order to assist with informed career decisions. This dynamic, rapidly evolving career cluster is comprised of three pathways (fields): Design and Pre-Construction (Architecture and Engineering); Construction (Construction and Extraction); and Maintenance and Operations (Installation, Maintenance, and Repair). The Architecture and Construction career cluster is defined as careers in building, designing, managing, maintaining, and planning the built environment.

The built environment is not limited to buildings and structures—or to urban environments. A much broader view of the built environment helps students gain a better and more holistic understanding of the impact of the Architecture and Construction industries. The built environment encompasses all zones of human activity—from natural conservation areas with minimal human intervention to highly dense areas with tall skyscrapers and intricate highway systems to suburban cul-de-sacs. The interrelated components that make up the built environment are as varied and unique as the professionals who help shape it.

Objectives

- Differentiate each Pathway within the Career Cluster and describe the careers in each pathway
- Locate and evaluate career information in order to make an informed decision about career goals
- Identify skills, abilities, and talents needed for careers in Architecture and Construction and analyze how these relate to interest profiles
- Describe and characterize key technical and creative requisites for each educational path that fits the student's primary area (or areas) of interest
- Analyze the impact of the "green economy" on careers in Architecture and Construction.
- Research and predict the growth of industries that comprise the Career Cluster; analyze the ways that technology, innovation, and creative thinking have impacted these industries
- Describe and differentiate key attributes of careers
- Argue how Architecture and Construction careers may change as the economy grows or shrinks
- Evaluate the impact and importance of the regulation of Architecture and Construction in the following areas: planning and zoning, environmental regulations, OSHA regulations, building codes, and regulations ensuring equal access such as the Americans with Disabilities Act (ADA)

This is an introductory course in careers in architecture and construction. As such, there are no prerequisites other than interest in the subject for the student. Students will need online access in order to locate the research materials they will need to review. Some course projects also require online research. Microsoft Office software or the equivalent is required since the student will create presentations using PowerPoint.

Certain projects suggest some minimal physical field work, but virtual alternatives are available should students lack access to the suggested physical sites.

Communications skills, personal skills in recall and observation, experience assessment, and self-analysis are part of certain projects. Some projects direct students to interact with others to some extent; this should be within reach for any student.

Intro. to Careers in Architecture and Construction

Unit 1: Introduction to Careers in Architecture and Construction

Assignments

1. Course Overview
2. Design and Pre-Construction: The Field at a Glance
3. Project: Exploring Nonprofit Construction
4. Construction Site Management
5. Project: Analyze a Local Construction Project
6. Maintenance and Operations
7. Quiz 1: Pathways: The Built Environment as an Interrelated System
8. Department of Labor O*NET Career Tools
9. Project: Maker Essay
10. Job Zones and Resources
11. Project: Learning to Teach Others About What You Know
12. The Bigger Picture: The Role of Architecture and Construction in the US Economy
13. Quiz 2: How You Can Shape the Built Environment
14. Special Project*
15. Test
16. Course Project Part 1: Architecture and Construction: Industry and Careers in Focus*
17. Glossary and Credits

Intro. to Careers in Architecture and Construction

Unit 2: Building the Future: The Art and Science of Buildings

Assignments

1. The Architect and Engineer
2. Project: Visualization for Architects and Engineers
3. Education for Licensed Professions: Architects and Engineers
4. The Design-Build Revolution
5. Project: Design Professionals Doing Humanitarian Work
6. Quiz 1: The Architect and the Engineer
7. Residential Construction
8. Project: New Directions in Residential Construction
9. Commercial Construction
10. The Role of Innovation in the Built Environment
11. Project: Materials
12. Quiz 2: The Evolution of Buildings
13. Special Project*
14. Test
15. Course Project Part 2: Understanding LEED Certification and Green Building: Preparing Your Building for LEED Certification*
16. Glossary and Credits

Intro. to Careers in Architecture and Construction

Unit 3: Green Jobs in Architecture and Construction

Assignments

1. Green Building
2. Regulation and Assessment of Green Building
3. Project: Find a LEED Certified Building and Analyze It
4. Research and Development and its Impact on Green Building and Construction
5. Project: Home Energy Audit Assignment
6. Quiz 1: The Green Economy
7. Green Economy
8. Green Jobs
9. Project: Preparing Your Own Emergency Kit
10. Green Certification and Green Skills
11. Project: Design a New School Locker
12. Quiz 2: Green Jobs
13. Special Project
14. Test
15. Course Project Part 3: Courses of Study for Architecture and Construction Careers
16. Glossary and Credits

Intro. to Careers in Architecture and Construction

Unit 4: The Arts and the Built Environment: Jobs for Creatives

Assignments

1. Pre-Construction and Design Specialists
2. Project: Landscape Architecture in Large-Scale Action Essay
3. Interdisciplinary Work Within Specializations
4. Project: Drawing and Geometry: Sketching Exercise
5. The Role of Art, History, and Research in Design
6. Quiz 1: Pre-Construction and Design Specialists
7. Historical Research and Preservation in Architecture and Construction
8. Project: National Register of Historic Places Project
9. The Trades: The Almost-Lost Arts of Master Craftsmen
10. Project: Master Craftsmen Resources
11. The Future of the Past
12. Quiz 2: History and Tradition of the Building Arts
13. Special Project*
14. Test
15. Course Project Part 4: Sustainable Development Presentation*
16. Glossary and Credits

Intro. to Careers in Architecture and Construction

Unit 5: Building the City

Assignments

1. Planning
2. Project: Future City Design
3. Zoning
4. Project: Retrofitting Urban Sprawl Assignment
5. Overview of Prevailing Planning Trends
6. Quiz 1: Planning
7. Evolution of Civil Engineering
8. Project: Tinkercad 3D Modeling Assignment
9. Environmental and Civil Engineering
10. Project: The Well-Photographed Bridge Assignment
11. The Need for Resilient Infrastructure
12. Quiz 2: Civil Engineering
13. Special Project*
14. Test
15. Course Project Part 5: Computer-Aided Design and You*
16. Glossary and Credits

ICAC

Unit 6: Course Review, and Exam

Assignments

1. Course Project Part 6: Now That You Know: Where Do You See Yourself in the Architecture and Construction Career Cluster?*
2. Review
3. Exam

(*) Indicates alternative assignment

Construction Careers

This course in Construction Technology introduces students to the basics of construction, building systems, engineering principles, urban planning, and sustainability. Students will learn the key techniques in building all types of buildings, as well as the key individuals involved in each step of the process. Many lessons present information on green building techniques and concepts that are becoming a standard part of the construction industry. Safety practices are emphasized in several lessons because construction is one of the most dangerous industries; students will learn that there is no way to be successful in construction without taking such issues seriously. Toward this end, the lessons also explore regulatory agencies and guidelines established for the purpose of protecting not only construction workers but also the occupants of a building.

The evolution of building types and materials informs a discussion on modern techniques and materials, as the technology developed through the field of building science makes advances allowing buildings to be more efficient, more comfortable, and more impervious to natural disasters. We consider traditional and sustainable building materials, which are sometimes one and the same. This includes lumber, masonry, glass, steel, tar, and asphalt. Concrete deserves special mention as the world's most common building material and its importance in a building's foundation. In terms of engineering concepts, we study how buildings and structures handle forces of compression, tension, and shear. Building processes include shell and core construction, curtain walls, heavy timber frame construction, light frame construction, different types of foundations, and different truss systems for roofs.

Highlighted careers include hands-on construction positions such as carpenter, ironworker, mason, and plumber, but also those involved in the design of a building, such as architects and engineers, and those involved in the regulatory aspects of the built environment, including urban planners and building inspectors. Toward that end, the development and adoption of model building codes are discussed, along with the work of the Occupational Safety and Health Administration (OSHA), which is the primary regulatory agency devoted to workplace safety. Mechanical engineers, civil engineers, historical preservationists, developers, and general contractors are some of the other professionals that influence the design and construction of buildings.

To better understand how a building impacts the environment, we study the formal process of life-cycle assessment, which considers how resources are created, maintained, used, and disposed of throughout the life of a building. The cradle-to-grave process of a building is discussed. How a foundation is laid, then how shell and core construction works, then the installation of systems—HVAC, electric, plumbing—including a roof, curtain walls, and cladding. We discuss how buildings are designed for efficient operation for the bulk of their life cycle, and finally how they are demolished. We discuss how a proper building envelope functions and how different cladding systems help prevent thermal transfer while allowing a building to breathe.

Urban planning and land use are increasingly part of the dialogue in which builders, developers, and construction workers are engaged. Every building is bound by zoning ordinances and building codes, which is an element all construction workers must understand in order to have sufficient insight into their jobs.

Two specialty construction fields that are becoming increasingly mainstream are green construction and historical preservation, driven by the U.S. Green Building Council's LEED rating system and the National Historical Preservation Act, respectively. We discuss the rise of green building systems, including solar roofs, green roofs, and grey-water systems, and the processes integral to historical preservation, which include lead and asbestos abatement, renovation, and adaptive reuse. These are growth areas for those interested in construction, and each offers individuals many options for specialization in cutting-edge techniques or in historical preservation techniques, both of which are highly valued in today's construction climate.

Objectives

- Describe the career opportunities available in construction and construction technology and the educational path for each profession or trade.
- Chart how a construction project proceeds from beginning to end, naming the stakeholders and workers necessary at each stage of the process.
- Explain the concept of life-cycle assessment and its role in sustainable construction.
- Compare the different techniques and materials involved in building a residence with those involved in building a commercial structure or civil engineering project.

- Evaluate and explain various laws, regulations, and professions designed to make construction sites safe for workers and buildings safe for their inhabitants.
- Summarize shell and core construction, beginning with an explanation of various types of foundations and by examining wood-frame construction versus steel-frame construction.
- Explain how a building functions as a system by describing the purpose of a building's envelope, roof, and cladding materials.
- Identify trends in sustainable construction, urban planning, and historical preservation.

This class has no prerequisites, but students should be interested in the built environment and skilled jobs that are very hands-on. Experience conducting online research is a plus, and having access to a digital camera of some sort is important for completing several of the lesson projects. Students will need a computer and reliable access to the Internet, as well as a dedicated notebook for use as a journal.

A couple of projects involve going out into the community and conducting interviews. Thus, good communication skills and a sense of professionalism are a plus. Knowledge of or experience with power tools, carpentry, or any skilled trades is useful but not necessary.

Construction Careers	**Unit 1: Introduction to Careers in Construction Technology**	
	Assignments	
	1. Course Overview	9. Plumbers, Electricians, and HVAC Professionals
	2. Construction Technology: Past, Present, and Future	10. Project: Create a Fact Sheet on Plumbing Tip: How to Fix a Running Toilet
	3. Project: Site View, Elevation View, and Plan View of Your House	11. Carpenters, Glaziers, and Other Tradespeople
	4. The Civil Engineer: Construction, Function, and Assessment	12. Project: Using Carpentry Skills to Create a Corrugated Cardboard Shadow Box
	5. Project: Be a Structural Engineer	13. Quiz 2: Building Systems and the Evolution of the Trades
	6. Contractors, Managers, and Foremen: Coordinating a Building Project	14. Special Project*
	7 Quiz 1: From Plans to Permanence: How Buildings Get Made	15. Test
	8. Excavators, Masons, and Ironworkers	16. Course Project Part 1: Design and Build Your Dream House*
		17. Glossary and Credits

Construction Careers

Unit 2: Building Life-Cycle Assessment and Regulation

Assignments

1. Life-Cycle Assessment: Materials Manufacturing
2. Project: Analyze a Life-Cycle Assessment Case Study
3. Life-Cycle Assessment and Construction Methods
4. Life-Cycle Assessment: Demolition
5. Project: Construction and Demolition Materials in Single-Family Homes: Analyze an EPA Report
6. Quiz 1: Life-Cycle Assessment: from Cradle to Grave
7. Job-Site Safety and OSHA
8. Building Codes and Inspection
9. Project: Interview a Building Inspector
10. Urban Planning and Zoning
11. Project: Plan Your Own Town
12. Quiz 2: Building Codes and Regulation
13. Special Project*
14. Test
15. Course Project Part 2: Your Dream House: Site Plan and Foundation*
16. Glossary and Credits

Construction Careers

Unit 3: Building Materials and Methods of Construction 1

Assignments

1. Shell and Core Construction: Foundations
2. Project: Foundation Investigation: What's Beneath These World Landmarks
3. Shell and Core Construction: Concrete and Masonry
4. Project: How to Build a Concrete-Framed Building
5. Steel-Frame Construction
6. Quiz 1: Foundations and Shell and Core Construction
7. Heavy Timber-Frame Construction
8. Project: Joinery with Soap and Foam Board
9. Light-Frame Construction
10. The Business of Building
11. Project: Seattle's SR 99: The Alaskan Way Viaduct Replacement Tunnel
12. Quiz 2: Heavy- and Light-Frame Construction
13. Special Project*
14. Test
15. Course Project Part 3: Your Dream House and Sustainable Design: Materials*
16. Glossary and Credits

Construction Careers

Unit 4: Building Materials and Methods of Construction 2

Assignments

1. Roof Structures and Styles
2. Roofing Trusses and Materials
3. Project: The Triangle vs. The Rectangle
4. Green Roofs and Solar Roofs
5. Project: Exploring Cool Roofs
6. Quiz 1: The Roof: Engineering Principles and Materials
7. The Building Envelope
8. Types of Building Cladding
9. Project: Do-It-Yourself Cladding
10. Building Science
11. Project: Hurricane Sandy and Building Science
12. Quiz 2: The Envelope and External Finishes
13. Special Project*
14. Test
15 Course Project Part 4: Your Dream House and Sustainable Design: Components of Green Building*
16. Glossary and Credits

Construction Careers	Unit 5: Green Technology, Sustainability, and Preservation	
	Assignments	
	1. Sustainable Construction and Green Construction Codes	9. Project: Adaptive Reuse in Your Community
	2. Project: Sustainable Shelter: The FEMA Trailer vs. the Katrina Cottage	10. Preservation Trades Education and Safety
	3. Green and Not-So-Green Building Materials	11. Project: Finding Work in the Field of Historic Preservation
	4. Green Construction Jobs	12. Quiz 2: Historical Preservation and Construction
	5. Project: Interview a Green Builder	13. Special Project*
	6. Quiz 1: Green Construction Technology	14. Test
	7. Historic Preservation	15 Course Project Part 5: Schedule Your Dream Home Build*
	8. Adaptive Reuse	16. Glossary and Credits

CC	Unit 6: Course Review, and Exam	
	Assignments	
	1. Course Project Part 6: Your Dream House: Putting It All Together*	2. Review
		3. Exam

(*) Indicates alternative assignment

Arts, A/V Technology and Communications

Introduction to Careers in Arts, A/V Technology and Communications

This introductory course provides comprehensive information on five separate areas of arts and communications as potential educational and career pathways. Students who are interested in careers across a broad spectrum of professional positions, including fine artist, telecommunications administrator, magazine editor, broadcast journalist, or computer graphics artist, will gain useful perspective on industry terminology, technology, work environment, job outlook, and guiding principles.

Each of the five units covers a specific area within its two chapters. Unit 1 focuses on audiovisual (A/V) technology in film, the arts, and businesses such as advertising. Students learn about job opportunities in a variety of settings and the training programs, degrees, and experience they may need to qualify for them. Unit 2 covers the performing arts, including careers both on and offstage. Unit 3 examines the exciting field of visual arts in depth, with discussions of artistic design principles, animation design, the work and training of multimedia artists, and developments in the burgeoning field of special effects and animation in studios worldwide. Unit 4 enters the world of printing technology and print publishing, including digital media. Students study technological evolution and advancements in printing since the invention of paper. A timeline of (predominantly U.S.) journalism gives students a glimpse into magazine editing, digital printing technology, broadcast journalism, and the legal and ethical issues of news reporting today. Finally, in Unit 5, students examine the telecommunications industry and learn more about careers in networking, phone technology, and communications and the training or certification needed for various specific positions.

Objectives

- Analyze the impact of the news media on society.
- Discuss the job responsibilities of various careers within the performing arts.
- Analyze the principles of animation and how and why imagery moves on the screen.
- Describe various A/V technology careers and their job requirements.
- Analyze various careers in printing technology, including educational and training requirements.
- Argue how art history influences modern visual arts.
- Outline the principles of design and assess their influence in all aspects of the visual arts.
- Demonstrate technical skills and the use of various equipment and tools used in audio/video production.
- Demonstrate the importance of mastering software tools used in digital art.
- Describe how art directors differ from fine artists.
- Describe key positions in film production and explain the duties and responsibilities of each position.
- Evaluate the influence of digital technology on the work of visual artists.
- Evaluate the economic outlook of careers in A/V technology and film.
- Examine the career opportunities and requirements in performing arts.
- Examine the educational requirements of various careers in A/V technology in film.
- Examine the interdependent relationship between editorial and technical elements in the news media.
- Explain skills needed to operate equipment and tools used in technical positions.
- Explain the dynamics of art created by collaborative teams compared to that of an individual multimedia artist.
- Explore career pathways in the production and distribution of media.
- Identify careers in fine arts and how to supplement income with artistic skills.
- Summarize the effects of technological advances on the news media and the communications industry.
- Summarize features of transmission lines and network connectivity.

As this course targets students interested in potential careers in the arts, some artistic ability or experience is assumed. However, there are many technical and writing careers presented in this course as well, so the course offers a wealth of information for all students interested in working in arts management, in printing publishing, in news, and in communications fields (such as advertising, marketing, or sales, and in telecommunications).

Most of the careers and professional fields outlined in this course stress the need to understand terminology, the roles of others, and the importance of working as a team. Students need to consider interpersonal skills and should be able to discuss or consider workplace issues, including ethical and legal responsibilities, when working with others. Combining training and work experience during post-secondary education is a winning pathway in many of

the careers evaluated. The course explores viable options and gives students opportunities to research specifics for their own plans.

Students need an aptitude for independent research, creative and critical thinking skills, and the ability to understand technical vocabulary and procedures at a foundational level.

Intro. to Careers in Arts, A/V Technology and Communications

Unit 1: Audio/Video Technology and Film

Assignments

1. Course Overview
2. A/V Technology - Through the Years
3. Project: A Moment in Film or Audio History
4. A/V Technology at Work
5. Project: Research Careers in Your Dream Field
6. A/V Technology - Careers and Education
7. Quiz 1: Careers in Audio/Video Technology
8. Careers in Film: Development and Pre-Production
9. Project: Screenwriting 101
10. Careers in Film: The Production Phase
11. Careers in Film: Post-Production
12. Project: Filmmaking: Then and Now
13. Quiz 2: Careers in A/V Technology in Film
14. Special Project*
15. Test
16. Course Project Part 1: A/V Tech and You*
17. Glossary and Credits

Intro. to Careers in Arts, A/V Technology and Communications

Unit 2: Performing Arts

Assignments

1. Performing Arts in the Past
2. Performing Arts in the Present
3. Project: Creative Fundraising Online
4. Overview of Production Managers in the Performing Arts
5. Project: Academic Programs in Production Management
6. Quiz 1: Overview of Performing Arts
7. Playwrights, Screenwriters and Directors
8. Actors, Dancers and Musicians
9. Project: Actors' Career Pathways
10. Designers: Set, Costume, Lighting and Sound
11. Project: Set and Clothing Design Styles: 1970s and Today
12. Quiz 2: Careers in A/V Technology in Film
13. Special Project*
14. Test
15. Course Project Part 2: Your Pathway to Performing Arts*
16. Glossary and Credits

Intro. to Careers in Arts, A/V Technology and Communications

Unit 3: Visual Arts

Assignments

1. Principles of Design and Motion in Visual Arts
2. Project: Analyze a Work of Art
3. The Art Director
4. Project: And the Art Direction Award Goes to...
5. Being a Fine Artist
6. Quiz 1: Foundations of Visual Arts through Art Direction and Fine Arts
7. Multimedia Artists in the Workplace
8. Project: Your Dream Job as a Multimedia Artist
9. Keeping Up with Technology
10. Project: The Latest Thing in Digital Art Technology
11. Working Alone, in Collaboration, and in Teams
12. Quiz 2: Multimedia and the Emergence of Digital Art
13. Special Project*
14. Test
15. Course Project Part 3: Are You an Artist?*
16. Glossary and Credits

Intro. to Careers in Arts, A/V Technology and Communications

Unit 4: Printing Technology, Journalism, and Broadcasting

Assignments

1. Printing Technology Through the Years
2. Project: Printing with an Old Technology
3. Digital Technology at Work
4. Project: Digital Print Project
5. Printing Technology: Careers and Education
6. Quiz 1: Introduction to Careers in Printing Technology
7. Journalism in the 20th Century
8. Project: A Major Moment in Journalism
9. Editing in the Media
10. Journalism and Broadcast Careers
11. Project: Reporter, News Anchor, or Technician?
12. Quiz 2: Introduction to Journalism and Broadcasting
13. Special Project*
14. Test
15. Course Project Part 4: Your Career in the Printing or News Industry*
16. Glossary and Credits

Intro. to Careers in Arts, A/V Technology and Communications

Unit 5: Telecommunications Systems

Assignments

1. Regulations in the Telecommunications Industry
2. Project: Web Security Now and in the Future
3. Telecommunications Timeline from Telephone to Videoconference
4. Telecommunications Transmission Methods
5. Project: Explain the Cloud to Your Mom
6. Quiz 1: Overview of Telecommunications Systems
7. The Changing Nature of Telecommunications Technology
8. Project: Future Telecom Trends
9. Telecommunication Careers
10. Project: Choose a Work Environment, Find a Job
11. Training and Certification in Telecommunications Careers
12. Quiz 2: Overview of Careers in Telecommunications
13. Special Project*
14. Test
15. Course Project Part 5: Telecommute to Your Dream Job!*
16. Glossary and Credits

IAAVTC

Unit 6: Course Project, Review, and Exam

Assignments

1. Course Project Part 6: Describing Plans for Exhibition or Distribution*
2. Review
3. Exam

(*) Indicates alternative assignment

Business Management and Administration

Business Law

This course is designed to provide students with the knowledge of some of the vital legal concepts that affect commerce and trade. First, they will gain some familiarity with how laws are created and interpreted. Then, they will be introduced to the types of businesses that can be created to engage in commerce as well as the contractual and liability considerations that can impact a business. Laws that affect how a business is regulated will also be reviewed, particularly the impact of administrative rules and regulations on a business.

As the students work through matters of law and business, they will also consider scriptural principles.

Global commerce and international agreements, treaties, organizations, and courts that can affect business will be discussed to get a better sense of what it means to "go global" with a business. This global emphasis will also survey what is prophesied in the Bible about buying and selling in the last days.

Consumer and environmental protections will be explained as well as bankruptcy options, should a business go insolvent. In particular, students will look at what the Bible has to say about the ethics of bankruptcy. Lastly, no business exists without experiencing some kind of dispute or another, and so we will review the options that exist for dispute resolution and alternative dispute resolution to provide a better understanding of how best to deal with such matters.

Objectives

- Develop a general overview of the legal system in the United States.
- Understand the types of businesses and corporations that exist.
- Develop insight into the formation of contracts.
- Learn about torts and liability considerations regarding torts.
- Develop an understanding of ethics and civil and criminal procedures.
- Develop an appreciation of the administrative law process along with the Commerce Clause and its effect on employment law.
- Comprehend the information about intellectual property law and e-commerce.
- Understand the global picture of international agreements and sources of international law, international trade, the UN and key organs and commissions, and the international courts created by treaties.
- Gain insight into consumer, environmental, and bankruptcy laws that can affect an individual and his or her business.
- Learn how to resolve disputes that may arise in the transaction of business through traditional or alternative means.

While there are no formal requirements for this course, it is important to understand that this is a challenging course requiring your best critical-thinking skills. The ability to conduct research, make lateral connections, and consider options not clearly outlined is a function of those who successfully practice the law. This course uses scenarios and case studies to apply the concepts offered and encourage creative thinking within the confines of the legal and ethical parameters. For the Christian student who is considering a career in the law, this course is a good primer.

Business Law

Unit 1: Role of Law and Its Impact on Business

Assignments

1. Course Overview
2. Law Sources: The Legislative and the Executive Branches
3. Project: Drafting a Bill
4. Law Sources: The Constitution and the Judicial Branch
5. Project: A Supreme Court Case
6. The Bill of Rights and Fundamental Guarantees
7. Project: A Comparison of Human Rights Bills
8. Quiz 1: Sources Of Law and The Bill Of Rights
9. Sole Proprietorships and Agency
10. Project: Starting a Business
11. Partnerships
12. Project: Partnerships
13. Corporations
14. Project: Understanding the Tender Offer
15. Quiz 2: Corporations
16. Special Project*
17. Test
18. Course Project – Part 1: Role of Law and Its Impact on Business*
19. Glossary and Credits

Business Law

Unit 2: Legal Considerations in Business Law

Assignments

1. Contracts: Basic Elements of Contracts
2. Project: Identifying Internet Agreements
3. Contracts: Uniform Commercial Code
4. Project: Buyers, Sellers, and Warranties
5. Contract Defenses
6. Project: Defensible Defenses
7. Quiz 1: Contracts
8. Torts: Intentional Torts
9. Project: Review the Lemonade Stand Fact Pattern
10. Torts: Negligence
11. Project: Lulu the Runaway Dog
12. Torts: Strict Liability and Nuisance
13. Project: You be the Author: Write Your Own Newspaper Articles
14. Quiz 2: Torts
15. Special Project*
16. Test
17. Course Project – Part 2: Legal Considerations in Business Law*
18. Glossary and Credits

Business Law

Unit 3: Regulating a Business

Assignments

1. Ethics and the Law: Crimes Against Persons
2. Project: Know Your State's Penal or Criminal Code and Create Your Own Law
3. Ethics and the Law: Crimes Against Property
4. Project: Know Your White Collar Crimes
5. Criminal Procedure
6. Project: Create Your Own Crime
7. Quiz 1: Ethics and The Law – Criminal and Civil Procedure
8. Introduction to Administrative Law
9. Project: Federal Agencies and Their Functions
10. Administrative Law and Adjudication
11. Project: News Stories on Federal Agencies
12. Employment, Regulation, and Discrimination in the Workplace
13. Prepare Scenarios Using Gidgits Galore
14. Quiz 2: Administrative Law, The Commerce Clause, and Employment Law
15. Special Project
16. Test
17. Course Project – Part 3: Regulating a Business
18. Glossary and Credits

Business Law

Unit 4: Global Commerce

Assignments

1. Intro to Intellectual Property: Patents
2. Project: Developing a Patent
3. Intro to Intellectual Property: Trademarks and Copyrights
4. Project: Applying for a Trademark
5. Electronic Commerce
6. Project: Privacy Issues
7. Quiz 1: Intellectual Property and E-Commerce
8. Sources of International Law
9. Project: Look Up a Treaty
10. International Trade, GATT, and the WTO
11. Governmental Systems of the United Nations
12. Project: International Courts and Adjudication
13. Quiz 2: International Governmental Systems and Law
14. Special Project*
15. Test
16. Course Project – Part 4: Global Commerce*
17. Glossary and Credits

Business Law

Unit 5: Protections and Resolutions

Assignments

1. Consumer Law
2. Project: Consumer Protection in Action
3. Environmental Law
4. Project: Global Issues: The Future We Want?
5. Business Protection – Bankruptcy
6. Project: Bankrupt Your Business
7. Quiz 1: Consumer Law, Environmental Law, and Bankruptcy Law
8. Dispute Resolution
9. Project: Create a Business Dispute, and Resolve It
10. Alternative Dispute Resolution
11. Project: Constructing a Dispute, Arbitration, and Resolution
12. Career Opportunities in Business Law
13. Project: Career Assessment
14. Quiz 2: Dispute Resolution and Alternative Dispute Resolution
15. Special Project*
16. Test
17. Course Project – Part 5: Protections and Resolutions*
18. Glossary and Credits

Business Law

Unit 6: Course Review and Exam

Assignments

1. Course Project – Part 6: Pitching Your Product*
2. Review
3. Exam

(*) Indicates alternative assignment

Career Management

Career Management assists students in their preparation for career selection. The course is designed to improve workforce skills needed in all careers including:

- communication
- leadership
- teamwork
- decision making
- problem solving
- goal setting
- time management

Students will complete activities that help identify personal interests, aptitudes, and learning styles. Students will use results of self-assessments to determining careers that may prove personally satisfying. Students will complete an in-depth career research activity that can be repeated for each future career decision. Students will also create a career portfolio as they work through the curriculum.

Objectives

- Examine the idea of work and what work entails.
- Analyze personal skills, aptitudes, and interests in order to choose a compatible career.
- Conduct career research while utilizing a variety of resources, both print and online.
- Create a lifestyle budget and career plan.
- Identify the steps necessary to prepare for chosen careers.
- Identify important elements of a resume and cover letter.
- Analyze and implement steps for problem solving and decision making.

Students will have to research different aspects of careers and will rely heavily on the Career Clusters developed by the U.S. Department of Education. They also will be asked to find and summarize job related information such as potential income, job requirements, and basic employability skills.

Some of the tasks in the chapter projects ask for answers that can be found in the lessons themselves, while others require research using the Internet. Students should have access to a computer with Internet and a good working knowledge of how to find information on the Web. While sample URLs are usually presented as a starting point, the student should have a basic knowledge of using search engines to find specific information.

Career Management

Unit 1: What Is Work?

Assignments

1. Course Overview
2. The Purpose of Work
3. Personal Benefits Of Work
4. Wages and Employment Benefits
5. Project: Time Sheet
6. Project: Earnings Statement
7. Lifestyle Goals
8. Project: Lifestyle Budget
9. Societal Benefits of Work
10. Quiz 1: What is Work?
11. Alternate Quiz 1: Form A: What is Work?*
12. Alternate Quiz 1: Form B: What is Work?*
13. Basic Work Qualifications
14. Work Environment
15. Basic Employability Skills
16. Project: Basic Employability Skills*
17. Problem Solving
18. Project: Problem Solving*
19. Lifelong Learning and Technology
20. Career Clusters: Part 1
21. Project: Hospitality and Tourism Brochure*
22. Quiz 2: Elements of Work
23. Alternate Quiz 2: Form A: Elements of Work*
24. Alternate Quiz 2: Form B: Elements of Work*
25. Special Project*
26. Review
27. Test
28. Alternate Test: Form A*
29. Alternate Test: Form B*
30. Glossary and Credits

Career Management

Unit 2: Self-Assessment

Assignments

1. Your Interests
2. Skills and Aptitudes
3. Project: Extended Activity - Play Web-based Aptitude, Skill, and Value Game*
4. Project: Interests, Skills, and Aptitudes
5. Personality Traits and Values
6. Project: Extended Activity - Inherited Values*
7. Learning Styles
8. Project: Complete a Transferable and Self-Management Skills Inventory
9. Quiz 1: Assessing Yourself
10. Alternate Quiz 1: Form A: Assessing Yourself*
11. Alternate Quiz 1: Form B: Assessing Yourself*
12. Listening
13. Speaking
14. Writing
15. Project: Giving and Receiving Directions
16. Teamwork and Collaboration
17. Project: Teamwork*
18. Career Clusters: Part 2
19. Project: Arts, AV Technology and Communications Brochure*
20. Quiz 2: Developing Interpersonal Skills
21. Alternate Quiz 2: Form A: Developing Interpersonal Skills*
22. Alternate Quiz 2: Form B: Developing Interpersonal Skills*
23. Special Project*
24. Review
25. Test
26. Alternate Test: Form A*
27. Alternate Test: Form B*
28. Glossary and Credits

Career Management

Unit 3: Career Research

Assignments

1. Project: Predict Career Information
2. Career Skills, Tasks, and Tools
3. Project: Career Skills, Tasks, and Tools*
4. Career Education, Training, and Qualifications
5. Career Wages and Benefits
6. Career Outlook
7. Project: Extended Activity: Career Outlook*
8. Quiz 1: Research Criteria
9. Alternate Quiz 1: Form A: Research Criteria*
10. Alternate Quiz 1: Form B: Research Criteria*
11. Internet Research
12. Library and Print Resources
13. Additional Research Resources
14. Evaluate and Use Multiple Resources
15. Quiz 2: Research Sources and Skills
16. Alternate Quiz 2: Form A: Research Sources and Skills*
17. Alternate Quiz 2: Form B: Research Sources and Skills*
18. Project: Career Research
19. Project: Career Portfolio
20. Project: Post-Secondary Education Portfolio
21. Career Clusters: Part 3
22. Project: Transportation, Distribution and Logistics Brochure*
23. Special Project*
24. Review
25. Test
26. Alternate Test: Form A*
27. Alternate Test: Form B*
28. Glossary and Credits

Career Management

Unit 4: Planning for Your Career

Assignments

1. Workplace Etiquette
2. Project: Work Poem*
3. Workplace Trends
4. Emerging Careers
5. Adjusting to Workplace Trends
6. Self-improvement
7. Quiz 1: Workplace Considerations
8. Alternate Quiz 1: Form A: Workplace Considerations*
9. Alternate Quiz 1: Form B: Workplace Considerations*
10. Decision-making Steps
11. Goal Setting
12. Project: Setting Goals
13. Conflict Management
14. Thinking Skills
15. Project: Thinking Skills
16. Extracurricular Activities
17. Quiz 2: Decision Making
18. Alternate Quiz 2: Form A: Decision Making*
19. Alternate Quiz 2: Form B: Decision Making*
20. Project: Academics Portfolio
21. Project: Activities Portfolio
22. Career Clusters: Part 4
23. Project: Marketing Brochure*
24. Special Project*
25. Review
26. Test
27. Alternate Test: Form A*
28. Alternate Test: Form B*
29. Glossary and Credits

Career Management

Unit 5: Preparing for Your Career

Assignments

1. Resumes
2. Project: Resume*
3. Cover Letters
4. Project: Cover Letters*
5. Job Applications
6. Project: Job Application*
7. Your Professional Online Presence
8. Project: Professional Presence*
9. Quiz 1: Creating Employment Documents
10. Alternate Quiz 1: Form A: Creating Employment Documents*
11. Alternate Quiz 1: Form B: Creating Employment Documents*
12. Finding Job Leads
13. What to Expect During an Interview
14. Researching Potential Employers
15. Interview Behavior/Skills
16. Interview Follow-up
17. Quiz 2: Contact with Employers
18. Alternate Quiz 2: Form A: Contact with Employers*
19. Alternate Quiz 2: Form B: Contact with Employers*
20. Special Project*
21. Review
22. Test
23. Alternate Test: Form A*
24. Alternate Test: Form B*
25. Glossary and Credits

CM

Unit 6: Course Review and Exam

Assignments

1. Course Review
2. Exam
3. Alternate Exam: Form A*
4. Alternate Exam: Form B*

(*) Indicates alternative assignment

Office 2013 Applications I

Office 2013 Applications I is a semester-length, high school elective that explores the use of application skills in Microsoft® Word®, Publisher®, and PowerPoint® 2013. Students will use these applications to design, develop, create, edit, and share business documents, publications, and presentations. This course provides key knowledge and skills in the following Microsoft Office® applications:

1. Microsoft Word: Students are provided with an introduction to advanced skills in Microsoft Word that range from simply developing an understanding of the various uses of Word to more complex explorations of mail merge, tab stops, reference resources, and additional features available in backstage view.

2. Microsoft Publisher: Students learn to create publications, insert and edit publication items, and view, review, and share those publications.

3. Microsoft PowerPoint: Students will learn how to create presentations, enter and modify content, modify and deliver presentations, and collaborate and share PowerPoint presentations.

Objectives

- Create, modify, save, and format styles, text, font, pages, and folders in Microsoft Word.
- Demonstrate use of the Cut, Copy, and Paste commands and the Show/Hide button while editing documents.
- Show how to use Spell Check, Find and Replace, and AutoCorrect in the Word application.
- Know how to track changes and add comments in a document.
- Demonstrate how to insert, format, modify, and edit elements of a Word document.
- Demonstrate knowledge of Microsoft Word advanced skills.
- Understand the basics of references in Word.
- Modify document properties including templates.
- Recognize how to navigate, modify, edit, and review elements of the Microsoft Publisher application.
- Recall how to print and share a publication electronically.
- Demonstrate knowledge of how to open, modify, insert, create, present, and save elements of a PowerPoint presentation.

Office 2013 Applications I

Unit 1: Microsoft Word Beginning Skills

Assignments

1. Course Overview
2. Microsoft Word and the Documents it can Create
3. Navigating the Word Screen
4. Open, Enter Text, Save and Print
5. Quiz 1: Word Introduction
6. Alternate Quiz 1—Form A: Word Introduction*
7. Alternate Quiz 1—Form B: Word Introduction*
8. Font: Basic Editing Features
9. Font Styles and the Clipboard
10. Project: Microsoft Word Document Formatting
11. Quiz 2: Formatting Font
12. Alternate Quiz 2—Form A: Formatting Font*
13. Alternate Quiz 2—Form B: Formatting Font*
14. Paragraph Formatting Features
15. Page Setup Features
16. Backgrounds and Themes
17. Project: Microsoft Word Page and Paragraph Formatting
18. Quiz 3: Formatting Paragraphs and Pages
19. Alternate Quiz 3—Form A: Formatting Paragraphs and Pages*
20. Alternate Quiz 3—Form B: Formatting Paragraphs and Pages*
21. Project: Unit 1 - Capstone
22. Special Project*
23. Review
24. Test
25. Alternate Test—Form A*
26. Alternate Test—Form B*
27. Glossary and Credits

Office 2013 Applications I

Unit 2: Microsoft Word Intermediate Skills

Assignments

1. Inserting Images into Documents
2. Inserting Shapes, SmartArt and Text Boxes
3. Special Parts in the Word Application
4. Project: Inserting and Modifying Content
5. Quiz 1: Word Intermediate Skills
6. Alternate Quiz 1—Form A: Word Intermediate Skills*
7. Alternate Quiz 1—Form B: Word Intermediate Skills*
8. Inserting Tables
9. Organizing Content in Tables
10. Project: Tables
11. Quiz 2: Working with Tables
12. Alternate Quiz 2—Form A: Working with Tables*
13. Alternate Quiz 2—Form B: Working with Tables*
14. Spell Check and Find and Replace
15. Insert Comments and Track Changes
16. Autocorrect Options
17. Project: Review Tab Skills
18. Quiz 3: Autocorrect Options
19. Alternate Quiz 3—Form A: Autocorrect Options*
20. Alternate Quiz 3—Form B: Autocorrect Options*
21. Project: Collaborating on a Word Document*
22. Project: Unit 2 - Capstone
23. Special Project*
24. Review
25. Test
26. Alternate Test—Form A*
27. Alternate Test—Form B*
28. Glossary and Credits

Office 2013 Applications I

Unit 3: Microsoft Word Advanced Skills

Assignments

1. Recording a Macro
2. Project: Record a Macro
3. Merging to Create Letters
4. Project: Creating a Merge
5. Quiz 1: Word Advanced Skills
6. Alternate Quiz 1—Form A: Word Advanced Skills*
7. Alternate Quiz 1—Form B: Word Advanced Skills*
8. Endnotes and Footnotes
9. Citations and Captions
10. Hyperlinks
11. Table of Contents
12. Project: Inserting Special Report Features
13. Quiz 2: References
14. Alternate Quiz 2—Form A: References*
15. Alternate Quiz 2—Form B: References*
16. Share, Protect, and Modify Document Properties
17. Using and Creating a Template
18. Project: Creating a document template
19. Quiz 3: Backstage View
20. Alternate Quiz 3—Form A: Backstage View*
21. Alternate Quiz 3—Form B: Backstage View*
22. Project: Unit Simulation*
23. Project: Unit 3 – Capstone
24. Special Project*
25. Review
26. Test
27. Alternate Test—Form A*
28. Alternate Test—Form B*
29. Glossary and Credits

Office 2013 Applications I

Unit 4: Microsoft Publisher Application

Assignments

1. Opening and Navigating Publisher
2. Designing Pages
3. Inserting Text
4. Project: Open Publisher, Browse, and Select a Template
5. Quiz 1: Publisher
6. Alternate Quiz 1—Form A: Publisher*
7. Alternate Quiz 1—Form B: Publisher*
8. Graphics
9. Tables and Building Blocks
10. Project: Inserting Enhancements
11. Viewing a Publication
12. Reviewing a Publication
13. Sharing and Printing Publications
14. Project: Modify and Share a Publication
15. Quiz 2: Publications
16. Alternate Quiz 2—Form A: Publications*
17. Alternate Quiz 2—Form B: Publications*
18. Project: Design, Edit and Share a Publication
19. Project: Unit 4 - Capstone
20. Special Project*
21. Review
22. Test
23. Alternate Test—Form A*
24. Alternate Test—Form B*
25. Glossary and Credits

Office 2013 Applications I

Unit 5: Microsoft PowerPoint Application

Assignments

1. PowerPoint Layout and Modifying Views
2. Entering Text and Formatting Slides
3. Quiz 1: PowerPoint Layout and Views
4. Alternate Quiz 1—Form A: PowerPoint Layout and Views*
5. Alternate Quiz 1—Form B: PowerPoint Layout and Views*
6. Images, WordArt, and SmartArt
7. Charts and Tables
8. Project: Simulation: Creating a Presentation
9. Quiz 2: Charts and Tables
10. Alternate Quiz 2—Form A: Charts and Tables*
11. Alternate Quiz 2—Form B: Charts and Tables*
12. Transitions and Animations
13. Set up Show and Timings
14. Presentation Tools
15. Saving, Printing, Sharing, and Protecting a Presentation
16. Project: Simulation: Modify, Share, and Deliver a Show
17. Quiz 3: Modify, Share, Deliver a Show
18. Alternate Quiz 3—Form A: Modify, Share, Deliver a Show*
19. Alternate Quiz 3—Form B: Modify, Share, Deliver a Show*
20. Project: Simulation: Design and Create a Presentation
21. Project: Unit 5 - Capstone
22. Special Project*
23. Review
24. Test
25. Alternate Test—Form A*
26. Alternate Test—Form B*
27. Glossary and Credits

OA-2013I

Unit 6: Course Review, and Final Exam

Assignments

1. Course Review
2. Final Exam
3. Alternate Final Exam: Form A*
4. Alternate Final Exam: Form B*

(*) Indicates alternative assignment

Office 2013Applications II

Office 2013 Applications II is a semester-length, high school elective course that explores the use of application skills in the 2013 versions of Microsoft® Excel® and Microsoft® Access®. Students will use these applications to design, develop, create, edit, and share business spreadsheet and database documents. This course provides key knowledge and skills in the following areas:

1. Introduction to advanced skills in Microsoft® Excel® ranging from basic spreadsheet terminology to exploring data entry, formatting, formulas, functions, charts, graphics, and additional features available in backstage view.

2. Skills in Microsoft® Access®, ranging from basic relational database terminology to creating and modifying tables, forms, queries, and reports.

Objectives

- Recognize the elements of an Excel spreadsheet.
- Demonstrate use of Excel navigation and protection tools.
- Know how to modify, edit, save, create, and format Excel spreadsheets.
- Use tools to manage Excel worksheets.
- Define the rules for creating formulas and functions in Excel worksheets.
- Demonstrate how to create, modify, and edit charts and shapes in Microsoft Excel.
- Demonstrate knowledge of database design.
- Manage the Access Environment.
- Create an Access database.
- Create, modify, and edit Access forms, queries, and reports.

Office 2013 Applications II

Unit 1: Microsoft Excel Spreadsheets Basics

Assignments

1. Course Overview
2. What is a Spreadsheet and What Are Its Uses?
3. Spreadsheet Design and the Microsoft Excel Screen
4. Quiz 1: Overview of Spreadsheet Basics
5. Alternate Quiz 1—Form A: Overview of Spreadsheet Basics*
6. Alternate Quiz 1—Form B: Overview of Spreadsheet Basics*
7. Navigating in a Worksheet
8. Microsoft Excel Workbook Views
9. Microsoft Excel Window Views
10. Project: Managing the Worksheet Environment
11. Quiz 2: Spreadsheet Basics
12. Alternate Quiz 2—Form A: Spreadsheet Basics*
13. Alternate Quiz 2—Form B: Spreadsheet Basics*
14. Workbook Properties
15. Saving and File Formats
16. Sharing Worksheet Data with Other Users
17. Managing Comments
18. Printing Worksheets and Workbooks
19. Project: Saving and Printing Microsoft Excel Files
20. Quiz 3: Managing File Settings
21. Alternate Quiz 3—Form A: Managing File Settings*
22. Alternate Quiz 3—Form B: Managing File Settings*
23. Supplemental Lesson 1: Financial Terms*
24. Supplemental Lesson 2: Financial Statements*
25. Special Project*
26. Review
27. Test
28. Alternate Test—Form A*
29. Alternate Test—Form B*
30. Glossary and Credits

Office 2013 Applications II

Unit 2: Creating Microsoft Excel Spreadsheets

Assignments

1. Microsoft Excel Data Types
2. Entering and Editing Cell Data
3. Selecting, Filling, Moving, and Copying Cell Data
4. AutoFill
5. Project: Stock Market Project Part 1 – Researching and Recording Stock Prices
6. Quiz 1: Data Entry
7. Alternate Quiz 1—Form A: Data Entry*
8. Alternate Quiz 1—Form B: Data Entry*
9. Cell Formats
10. Editing Cells, Rows, and Columns
11. Managing Worksheets
12. Project: Stock Market Project 2 – Formatting a Spreadsheet
13. Quiz 2: Formatting Cells and Worksheets
14. Alternate Quiz 2—Form A: Formatting Cells and Worksheets*
15. Alternate Quiz 2—Form B: Formatting Cells and Worksheets*
16. Order of Operations
17. Microsoft Excel Formulas
18. Types of Cell References in Formulas
19. Project: Stock Market Project 3 – Entering Formulas
20. Quiz 3: Creating Formulas
21. Alternate Quiz 3—Form A: Creating Formulas*
22. Alternate Quiz 3—Form B: Creating Formulas*
23. Functions in Microsoft Excel
24. Function Wizard and Linking Formulas
25. Analyzing Data by Sorting and Filtering
26. Project: Stock Market Project 4 – Entering Functions
27. Quiz 4: Utilizing Functions and Data Commands
28. Alternate Quiz 4—Form A: Utilizing Functions and Data Commands*
29. Alternate Quiz 4—Form B: Utilizing Functions and Data Commands*
30. Project: Budget Project – Career Search
31. Project: Budget Project – Housing Research
32. Project: Budget Project – Vehicle Research
33. Project: Budget Project – Utilities, Vacation, and Miscellaneous Expense Research*
34. Project: Budget Project – Final
35. Special Project*
36. Review
37. Test
38. Alternate Test—Form A*
39. Alternate Test—Form B*
40. Glossary and Credits

Office 2013 Applications II

Unit 3: Microsoft Excel Graphical Representations

Assignments

1. Why Use Graphical Representations of Data?
2. Creating Charts
3. Quiz 1: Creating Charts in Microsoft Excel
4. Alternate Quiz 1—Form A: Data Entry*
5. Alternate Quiz 1—Form B: Data Entry*
6. Formatting Charts
7. Enhancing Charts with Illustrations
8. Formatting Illustrations
9. Project: Stock Market Project Part 5 – Creating and Enhancing Charts
10. Quiz 2: Enhancing Microsoft Excel Charts
11. Alternate Quiz 2—Form A: Enhancing Microsoft Excel Charts*
12. Alternate Quiz 2—Form B: Enhancing Microsoft Excel Charts*
13. Creating Picture Charts
14. Sparklines
15. Project: Stock Market Project Part 6 – Creating Advanced Charts
16. Quiz 3: Advanced Charting Options
17. Alternate Quiz 3—Form A: Advanced Charting Options*
18. Alternate Quiz 3—Form B: Advanced Charting Options*
19. Project: Research and Chart Product Price Comparisons*
20. Project: Chart Budget Expenses*
21. Special Project*
22. Review
23. Test
24. Alternate Test—Form A*
25. Alternate Test—Form B*
26. Glossary and Credits

Office 2013 Applications II

Unit 4: Microsoft Access Database Basics

Assignments

1. What is a Database and Its Uses?
2. Database Design
3. Field Names, Data Types, and Properties
4. Project: Designing a Customer Information Database
5. Quiz 1: Database Design
6. Alternate Quiz 1—Form A: Database Design*
7. Alternate Quiz 1—Form B: Database Design*
8. The Access Screen
9. Navigating in Table Datasheets, Forms, and Reports
10. Working in the Navigation Pane
11. Save Options and Compact and Repair
12. Project: Managing the Access Environment
13. Quiz 2: Managing the Access Environment
14. Alternate Quiz 2—Form A: Managing the Access Environment*
15. Alternate Quiz 2—Form B: Managing the Access Environment*
16. Creating an Access Database and Table
17. Entering Data
18. Modifying a Table
19. Importing Data from an Excel File
20. Sorting and Filtering
21. Creating Relationships
22. Project: Creating a Customer Information Database
23. Quiz 3: Creating an Access Database
24. Alternate Quiz 3—Form A: Creating an Access Database*
25. Alternate Quiz 3—Form B: Creating an Access Database*
26. Project: Designing an Address List Database*
27. Project: Creating an Address List Database*
28. Project: Designing and Creating an Inventory Database*
29. Special Project*
30. Review
31. Test
32. Alternate Test—Form A*
33. Alternate Test—Form B*
34. Glossary and Credits

Office 2013 Applications II

Unit 5: Microsoft Access Forms, Queries, and Reports

Assignments

1. Creating Forms
2. Editing the Design of a Form
3. Creating Multi-table Forms
4. Editing Multi-table Forms
5. Project: Address List Forms
6. Quiz 1: Microsoft Access Forms
7. Alternate Quiz 1—Form A: Microsoft Access Forms*
8. Alternate Quiz 1—Form B: Microsoft Access Forms*
9. Creating Simple Queries
10. Creating Advanced Queries
11. Creating Multi-table Queries
12. Calculating Totals in a Query
13. Creating Calculated Fields in a Query
14. Project: Address List Queries
15. Quiz 2: Microsoft Access Queries
16. Alternate Quiz 2—Form A: Microsoft Access Queries*
17. Alternate Quiz 2—Form B: Microsoft Access Queries*
18. Creating Reports
19. Editing the Design of a Report
20. Sorting and Filtering Records in a Report
21. Creating Multi-table Reports
22. Editing the Design of a Multi-Table Report
23. Project: Address List Reports
24. Quiz 3: Microsoft Access Reports
25. Alternate Quiz 3—Form A: Microsoft Access Reports*
26. Alternate Quiz 3—Form B: Microsoft Access Reports*
27. Project: Creating Forms for the Address List Database*
28. Project: Creating Queries for the Address List Database*
29. Project: Creating Reports for the Address List Database*
30. Special Project*
31. Review
32. Test
33. Alternate Test—Form A*
34. Alternate Test—Form B*
35. Glossary and Credits

OA 2013II

Unit 6: Course Review, and Final Exam

Assignments

1. Course Review
2. Final Exam
3. Alternate Final Exam: Form A*
4. Alternate Final Exam: Form B*

(*) Indicates alternative assignment

Office 2010 Applications I

Office 2010 Applications I is a semester-length, high school elective that explores the use of application skills in Microsoft® Word®, Publisher®, and PowerPoint® 2010. Students will use these applications to design, develop, create, edit, and share business documents, publications, and presentations. This course provides key knowledge and skills in the following Microsoft Office® applications:

1. Microsoft Word: Students are provided with an introduction to advanced skills in Microsoft Word that range from simply developing an understanding of the various uses of Word to more complex explorations of mail merge, tab stops, reference resources, and additional features available in backstage view.

2. Microsoft Publisher: Students learn to create publications, insert and edit publication items, and view, review, and share those publications.

3. Microsoft PowerPoint: Students will learn how to create presentations, enter and modify content, modify and deliver presentations, and collaborate and share PowerPoint presentations.

Objectives

- Create, modify, save, and format styles, text, font, pages, and folders in Microsoft Word.
- Demonstrate use of the Cut, Copy, and Paste commands and the Show/Hide button while editing documents.
- Show how to use Spell Check, Find and Replace, and AutoCorrect in the Word application.
- Know how to track changes and add comments in a document.
- Demonstrate how to insert, format, modify, and edit elements of a Word document.
- Demonstrate knowledge of Microsoft Word advanced skills.
- Understand the basics of references in Word.
- Modify document properties including templates.
- Recognize how to navigate, modify, edit, and review elements of the Microsoft Publisher application.
- Recall how to print and share a publication electronically.
- Demonstrate knowledge of how to open, modify, insert, create, present, and save elements of a PowerPoint presentation.

Students must be computer literate and have Internet access. Students should have basic research skills, as well as the ability to conduct online searches and access recommended websites. Word processing and presentation software is required to produce projects.

Office 2010 Applications I

Unit 1: Microsoft® Word® Beginning Skills

Assignments

1. Course Overview
2. Microsoft Word and the Documents it can Create
3. Navigating the Word Screen
4. Open, Enter Text, Save and Print
5. Quiz 1: Word Introduction
6. Alternate Quiz 1: Form A: Word Introduction*
7. Alternate Quiz 1: Form B: Word Introduction*
8. Font: Basic Editing Features
9. Font Styles and the Clipboard
10. Project: Microsoft Word Document Formatting
11. Quiz 2: Formatting Font
12. Alternate Quiz 2: Form A: Formatting Font*
13. Alternate Quiz 2: Form B: Formatting Font*
14. Paragraph Formatting Features
15. Page Setup Features
16. Backgrounds and Themes
17. Project: Microsoft Word Page and Paragraph Formatting
18. Quiz 3: Formatting Paragraphs and Pages
19. Alternate Quiz 3: Form A: Formatting Paragraphs and Pages*
20. Alternate Quiz 3: Form B: Formatting Paragraphs and Pages*
21. Supplemental Lesson*
22. Special Project*
23. Review
24. Test
25. Alternate Test: Form A*
26. Alternate Test: Form B*
27. Glossary and Credits

Office 2010 Applications I

Unit 2: Microsoft® Word® Intermediate Skills

Assignments

1. Inserting Images into Documents
2. Inserting Shapes, SmartArt and Text Boxes
3. Special Parts in the Word Application
4. Project: Inserting and Modifying Content
5. Quiz 1: Word Intermediate Skills
6. Alternate Quiz 1: Form A: Word Intermediate Skills*
7. Alternate Quiz 1: Form B: Word Intermediate Skills*
8. Inserting Tables
9. Organizing Content in Tables
10. Project: Tables
11. Quiz 2: Working with Tables
12. Alternate Quiz 2: Form A: Working with Tables*
13. Alternate Quiz 2: Form B: Working with Tables*
14. Spell Check and Find and Replace
15. Insert Comments and Track Changes
16. Autocorrect Options
17. Project: Review Tab Skills
18. Quiz 3: Autocorrect Options
19. Alternate Quiz 3: Form A: Autocorrect Options*
20. Alternate Quiz 3: Form B: Autocorrect Options*
21. Project: Collaborating on a Word Document*
22. Project: Supplemental Projects*
23. Special Project*
24. Review
25. Test
26. Alternate Test: Form A*
27. Alternate Test: Form B*
28. Glossary and Credits

Office 2010 Applications I

Unit 3: Microsoft® Word® Advanced Skills

Assignments

1. Merging to Create Labels
2. Merging to Create Letters
3. Project: Creating a Merge
4. Quiz 1: Word Advanced Skills
5. Alternate Quiz 1: Form A: Word Advanced Skills*
6. Alternate Quiz 1: Form B: Word Advanced Skills*
7. Endnotes and Footnotes
8. Hyperlinks
9. Table of Contents
10. Project: Inserting Special Report Features
11. Quiz 2: References
12. Alternate Quiz 2: Form A: References*
13. Alternate Quiz 2: Form B: References*
14. Share, Protect, and Modify Document Properties
15. Using and Creating a Template
16. Project: Creating a document template
17. Quiz 3: Backstage View
18. Alternate Quiz 3: Form A: Backstage View*
19. Alternate Quiz 3: Form B: Backstage View*
20. Project: Unit Simulation*
21. Project: Supplemental Materials*
22. Special Project*
23. Review
24. Test
25. Alternate Test: Form A*
26. Alternate Test: Form B*
27. Glossary and Credits

Office 2010 Applications I

Unit 4: Microsoft® Publisher® Application

Assignments

1. Opening and Navigating Publisher
2. Designing Pages
3. Inserting Text
4. Project: Open Publisher, Browse, and Select a Template
5. Quiz 1: Publisher
6. Alternate Quiz 1: Form A: Publisher*
7. Alternate Quiz 1: Form B: Publisher*
8. Graphics
9. Tables and Building Blocks
10. Project: Inserting Enhancements
11. Viewing a Publication
12. Reviewing a Publication
13. Sharing and Printing Publications
14. Project: Modify and Share a Publication
15. Quiz 2: Publications
16. Alternate Quiz 2: Form A: Publications*
17. Alternate Quiz 2: Form B: Publications*
18. Project: Design, Edit and Share a Publication
19. Project: Supplemental Activities
20. Special Project*
21. Review
22. Test
23. Alternate Test: Form A*
24. Alternate Test: Form B*
25. Glossary and Credits

Office 2010 Applications I

Unit 5: Microsoft® PowerPoint® Application

Assignments

1. PowerPoint Layout and Modifying Views
2. Entering Text and Formatting Slides
3. Quiz 1: PowerPoint Layout and Views
4. Alternate Quiz 1: Form A: PowerPoint Layout and Views*
5. Alternate Quiz 1: Form B: PowerPoint Layout and Views*
6. Images, WordArt, and SmartArt
7. Charts and Tables
8. Project: Simulation: Creating a Presentation
9. Quiz 2: Charts and Tables
10. Alternate Quiz 2: Form A: Charts and Tables*
11. Alternate Quiz 2: Form B: Charts and Tables*
12. Transitions and Animations
13. Set up Show and Timings
14. Presentation Tools
15. Saving, Printing, Sharing, and Protecting a Presentation
16. Project: Simulation: Modify, Share, and Deliver a Show
17. Quiz 3: Modify, Share, Deliver a Show
18. Alternate Quiz 3: Form A: Modify, Share, Deliver a Show*
19. Alternate Quiz 3: Form B: Modify, Share, Deliver a Show*
20. Project: Simulation: Design and Create a Presentation
21. Project: Supplemental Activities
22. Special Project*
23. Review
24. Test
25. Alternate Test: Form A*
26. Alternate Test: Form B*
27. Glossary and Credits

O2010A I

Unit 6: Course Review, and Exam

Assignments

1. Course Review
2. Final Exam
3. Alternate Final Exam: Form A*
4. Alternate Final Exam: Form B*

(*) Indicates alternative assignment

Office 2010 Applications II

Office 2010 Applications II is a semester-length, high school elective course that explores the use of application skills in Microsoft® Excel® and Microsoft® Access®. Students will use these applications to design, develop, create, edit, and share business spreadsheet and database documents. This course provides key knowledge and skills in the following areas:

1. Introduction to advanced skills in Microsoft® Excel® ranging from basic spreadsheet terminology to exploring data entry, formatting, formulas, functions, charts, graphics, and additional features available in backstage view.

2. Skills in Microsoft® Access®, ranging from basic relational database terminology to creating and modifying tables, forms, queries, and reports.

Objectives

- Recognize the elements of an Excel spreadsheet.
- Demonstrate use of Excel navigation and protection tools.
- Know how to modify, edit, save, create, and format Excel spreadsheets.
- Use tools to manage Excel worksheets.
- Define the rules for creating formulas and functions in Excel worksheets.
- Demonstrate how to create, modify, and edit charts and shapes in Microsoft Excel.
- Demonstrate knowledge of database design.
- Manage the Access Environment.
- Create an Access database.
- Create, modify, and edit Access forms, queries, and reports.

Students must be computer literate and have Internet access. Students should have basic research skills, as well as the ability to conduct online searches and access recommended websites. Word processing and presentation software might be required to produce projects.

Office 2010 Applications II

Unit 1: Microsoft Excel Spreadsheets Basics

Assignments

1. Course Overview
2. What is a Spreadsheet and What Are Its Uses?
3. Spreadsheet Design and the Microsoft Excel Screen
4. Quiz 1: Overview of Spreadsheet Basics
5. Alternate Quiz 1: Form A: Overview of Spreadsheet Basics*
6. Alternate Quiz 1: Form B: Overview of Spreadsheet Basics*
7. Navigating in a Worksheet
8. Microsoft Excel Workbook Views
9. Microsoft Excel Window Views
10. Project: Managing the Worksheet Environment
11. Quiz 2: Spreadsheet Basics
12. Alternate Quiz 2: Form A: Spreadsheet Basics*
13. Alternate Quiz 2: Form B: Spreadsheet Basics*
14. Workbook Properties
15. Saving and File Formats
16. Sharing Worksheet Data with Other Users
17. Managing Comments
18. Printing Worksheets and Workbooks
19. Project: Saving and Printing Microsoft Excel Files
20. Quiz 3: Managing File Settings
21. Alternate Quiz 3: Form A: Managing File Settings*
22. Alternate Quiz 3: Form B: Managing File Settings*
23. Supplemental Lesson 1: Financial Terms*
24. Supplemental Lesson 2: Financial Statements*
25. Special Project*
26. Review
27. Test
28. Alternate Test: Form A*
29. Alternate Test: Form B*
30. Glossary and Credits

Office 2010 Applications II

Unit 2: Creating Microsoft Excel Spreadsheets

Assignments

1. Microsoft Excel Data Types
2. Entering and Editing Cell Data
3. Selecting, Filling, Moving, and Copying Cell Data
4. AutoFill
5. Project: Stock Market Project Part 1 - Researching and Recording Stock Prices
6. Quiz 1: Data Entry
7. Alternate Quiz 1: Form A: Data Entry*
8. Alternate Quiz 1: Form B: Data Entry*
9. Cell Formats
10. Editing Cells, Rows, and Columns
11. Managing Worksheets
12. Project: Stock Market Project 2 - Formatting a Spreadsheet
13. Quiz 2: Formatting Cells and Worksheets
14. Alternate Quiz 2: Form A: Formatting Cells and Worksheets*
15. Alternate Quiz 2: Form B: Formatting Cells and Worksheets*
16. Order of Operations
17. Microsoft Excel Formulas
18. Types of Cell References in Formulas
19. Project: Stock Market Project 3 - Entering Formulas
20. Quiz 3: Creating Formulas
21. Alternate Quiz 3: Form A: Creating Formulas*
22. Alternate Quiz 3: Form B: Creating Formulas*
23. Functions in Microsoft Excel
24. Function Wizard and Linking Formulas
25. Analyzing Data by Sorting and Filtering
26. Project: Stock Market Project 4 - Entering Functions
27. Quiz 4: Utilizing Functions and Data Commands
28. Alternate Quiz 4: Form A: Utilizing Functions and Data Commands*
29. Alternate Quiz 4: Form B: Utilizing Functions and Data Commands*
30. Project: Budget Project - Career Search
31. Project: Budget Project - Housing Research
32. Project: Budget Project - Vehicle Research
33. Project: Budget Project - Utilities, Vacation, and Miscellaneous Expense Research*
34. Project: Budget Project - Final
35. Special Project*
36. Review
37. Test
38. Alternate Test: Form A*
39. Alternate Test: Form B*
40. Glossary and Credits

Office 2010 Applications II

Unit 3: Microsoft Excel Graphical Representations

Assignments

1. Why Use Graphical Representations of Data?
2. Creating Charts
3. Quiz 1: Creating Charts in Microsoft Excel
4. Alternate Quiz 1: Form A: Data Entry*
5. Alternate Quiz 1: Form B: Data Entry*
6. Formatting Charts
7. Enhancing Charts with Illustrations
8. Formatting Illustrations
9. Project: Stock Market Project Part 5 - Creating and Enhancing Charts
10. Quiz 2: Enhancing Microsoft Excel Charts
11. Alternate Quiz 2: Form A: Enhancing Microsoft Excel Charts*
12. Alternate Quiz 2: Form B: Enhancing Microsoft Excel Charts*
13. Creating Picture Charts
14. Sparklines
15. Project: Stock Market Project Part 6 â€“ Creating Advanced Charts
16. Quiz 3: Advanced Charting Options
17. Alternate Quiz 3: Form A: Advanced Charting Options*
18. Alternate Quiz 3: Form B: Advanced Charting Options*
19. Project: Research and Chart Product Price Comparisons*
20. Project: Chart Budget Expenses*
21. Special Project*
22. Review
23. Test
24. Alternate Test: Form A*
25. Alternate Test: Form B*
26. Glossary and Credits

Office 2010 Applications II

Unit 4: Microsoft Access Database Basics

Assignments

1. What is a Database and Its Uses?
2. Database Design
3. Field Names, Data Types, and Properties
4. Project: Designing a Customer Information Database
5. Quiz 1: Database Design
6. Alternate Quiz 1: Form A: Database Design*
7. Alternate Quiz 1: Form B: Database Design*
8. The Access Screen
9. Navigating in Table Datasheets, Forms, and Reports
10. Working in the Navigation Pane
11. Save Options and Compact and Repair
12. Project: Managing the Access Environment
13. Quiz 2: Managing the Access Environment
14. Alternate Quiz 2: Form A: Managing the Access Environment*
15. Alternate Quiz 2: Form B: Managing the Access Environment*
16. Creating an Access Database and Table
17. Entering Data
18. Modifying a Table
19. Importing Data from an Excel File
20. Sorting and Filtering
21. Creating Relationships
22. Project: Creating Customer Information Database
23. Quiz 3: Creating an Access Database
24. Alternate Quiz 3: Form A: Creating an Access Database*
25. Alternate Quiz 3: Form B: Creating an Access Database*
26. Project: Designing an Address List Database*
27. Project: Creating an Address List Database*
28. Project: Designing and Creating an Inventory Database*
29. Special Project*
30. Review
31. Test
32. Alternate Test: Form A*
33. Alternate Test: Form B*
34. Glossary and Credits

Office 2010 Applications II

Unit 5: Microsoft Access Forms, Queries, and Reports

Assignments

1. Creating Forms
2. Editing the Design of a Form
3. Creating Multi-table Forms
4. Editing Multi-table Forms
5. Project: Address List Forms
6. Quiz 1: Microsoft Access Forms
7. Alternate Quiz 1: Form A: Microsoft Access Forms*
8. Alternate Quiz 1: Form B: Microsoft Access Forms*
9. Creating Simple Queries
10. Creating Advanced Queries
11. Creating Multi-table Queries
12. Calculating Totals in a Query
13. Creating Calculated Fields in a Query
14. Project: Address List Queries
15. Quiz 2: Microsoft Access Queries
16. Alternate Quiz 2: Form A: Microsoft Access Queries*
17. Alternate Quiz 2: Form B: Microsoft Access Queries*
18. Creating Reports
19. Editing the Design of a Report
20. Sorting and Filtering Records in a Report
21. Creating Multi-table Reports
22. Editing the Design of a Multi-Table Report
23. Project: Address List Reports
24. Quiz 3: Microsoft Access Reports
25. Alternate Quiz 3: Form A: Microsoft Access Reports*
26. Alternate Quiz 3: Form B: Microsoft Access Reports*
27. Project: Creating Forms for the Address List Database*
28. Project: Creating Queries for the Address List Database*
29. Project: Creating Reports for the Address List Database*
30. Special Project*
31. Review
32. Test
33. Alternate Test: Form A*
34. Alternate Test: Form B*
35. Glossary and Credits

O2010A II

Unit 6: Course Review, and Exam

Assignments

1. Review
2. Test
3. Alternate Final Exam: Form A*
4. Alternate Final Exam: Form B*

(*) Indicates alternative assignment

Small Business Entrepreneurship

This semester-long course is designed to provide the skills needed to effectively organize, develop, create, and manage your own business, while exposing you to the challenges, problems, and issues faced by entrepreneurs. Throughout this course, you will be given the chance to see what kinds of opportunities exist for small business entrepreneurs and become aware of the necessary skills for running a business. You will become familiar with the traits and characteristics that are found in successful entrepreneurs, and you will see how research, planning, operations, and regulations can affect small businesses. You will learn how to develop plans for having effective business management and marketing strategies.

Small Business Entrepreneurship will teach you basic principles of entrepreneurship and business ethics. You'll look at the major steps relevant to starting a new business. These steps include financing, marketing, and managing. Knowing how to analyze a business plan will help you develop one, while at the same time making it easier for you to understand the reasons businesses have to write one. Small Business Entrepreneurship is designed to give you an overview on running a business from start to finish.

Objectives

- Understand the basic aspects of entrepreneurship.
- Recognize the legal environment of a small business.
- Describe basic economic principles.
- Understand scarcity and forecasting.
- Identify different kinds of costs.
- Explain the principles of financing.
- Identify kinds of financial records.
- Know the sources of financing.
- Explain target markets.
- Analyze market research and competition.
- Describe marketing mix.
- Recognize the roles of management.
- Construct a business plan.

Students must be computer literate and have Internet access. Students should have basic research skills, as well as the ability to conduct online searches and access recommended websites. Word processing and presentation software may be required to produce projects.

Small Business Entrepreneurship

Unit 1: Overview of Small Business Entrepreneurship

Assignments

1. Course Overview
2. What Is Entrepreneurship?
3. Entrepreneurial Traits
4. Project: Characteristics of Successful Entrepreneurs
5. Education, Aptitudes, and Skills
6. Goals
7. Personal Interests
8. Quiz 1: Basic Aspects of Entrepreneurship
9. Alternate Quiz 1 - Form A: Basic Aspects of Entrepreneurship*
10. Alternate Quiz 1 - Form B: Basic Aspects of Entrepreneurship*
11. Ethics
12. Project: Ethics
13. Legal Forms of Business Ownership
14. Business Risks
15. Project: Business Risks
16. Sources of Assistance
17. Roles of Government
18. Quiz 2: Legal Environment of a Small Business
19. Alternate Quiz 2 - Form A: Legal Environment of a Small Business*
20. Alternate Quiz 2 - Form B: Legal Environment of a Small Business*
21. Unit Project: Business Ventures - Part 1
22. Special Project*
23. Review
24. Test
25. Alternate Test - Form A*
26. Alternate Test - Form B*
27. Glossary and Credits

Small Business Entrepreneurship

Unit 2: Economics

Assignments

1. What Is the Role and Importance of Small Business Entrepreneurship in the Economy?
2. Project: How Entrepreneurs Improve the Economy
3. Supply and Demand
4. Pricing and Production
5. Project: Supply and Demand Graph
6. Equilibrium
7. Project: Equilibrium Graph
8. Quiz 1: Basic Economic Principles
9. Alternate Quiz 1 - Form A: Basic Economic Principles*
10. Alternate Quiz 1 - Form B: Basic Economic Principles*
11. Scarcity
12. Economic Measurement
13. Project: Economic Forecast
14. Quiz 2: Scarcity and Forecasting
15. Alternate Quiz 2 - Form A: Scarcity and Forecasting*
16. Alternate Quiz 2 - Form B: Scarcity and Forecasting*
17. Fixed and Variable Costs
18. Opportunity Costs
19. Project: Opportunity Costs
20. Profit Motive
21. Quiz 3: Costs
22. Alternate Quiz 3 - Form A: Costs*
23. Alternate Quiz 3 - Form B: Costs*
24. Unit Project: Business Ventures - Part 2
25. Special Project*
26. Review
27. Test
28. Alternate Test - Form A*
29. Alternate Test - Form B*
30. Glossary and Credits

Small Business Entrepreneurship

Unit 3: Financing

Assignments

1. Start-Up Costs
2. Costs of Goods Sold
3. Operating Expenses
4. Gross Income, Net Income, and Break-Even Point
5. Quiz 1: Principles of Financing
6. Alternate Quiz 1 - Form A: Principles of Financing*
7. Alternate Quiz 1 - Form B: Principles of Financing*
8. Income Statement
9. Project: Income Statement
10. Balance Sheet
11. Project: Balance Sheet
12. Profitability and Projecting Cash Flow
13. Project: Financial Records
14. Quiz 2: Financial Records
15. Alternate Quiz 2 - Form A: Financial Records*
16. Alternate Quiz 2 - Form B: Financial Records*
17. Sources of Financing
18. Assess Collateral
19. Project: Financing Sources
20. Interest Rate and Monthly Payments
21. Quiz 3: Sources of Financing
22. Alternate Quiz 3 - Form A: Sources of Financing*
23. Alternate Quiz 3 - Form B: Sources of Financing*
24. Unit Project: Business Ventures - Part 3
25. Special Project*
26. Review
27. Test
28. Alternate Test - Form A*
29. Alternate Test - Form B*
30. Glossary and Credits

Small Business Entrepreneurship

Unit 4: Marketing

Assignments

1. Analyze a Market's Customers
2. Target Market
3. Project: Target Market
4. Quiz 1: Target Markets
5. Alternate Quiz 1 - Form A: Target Markets*
6. Alternate Quiz 1 - Form B: Target Markets*
7. Steps of Market Research
8. Uses for Market Research
9. Project: Current Event - Market Research
10. Project: Assessing Competitors' Strengths and Weaknesses
11. Industry Characteristics
12. Quiz 2: Market Research and Competition
13. Alternate Quiz 2 - Form A: Market Research and Competition*
14. Alternate Quiz 2 - Form B: Market Research and Competition*
15. Marketing Terminology
16. Marketing Functions
17. 4P's and 7P's
18. Project: Marketing Mix
19. Project: Promotion
20. Marketing Plan
21. Quiz 3: Marketing Mix
22. Alternate Quiz 3 - Form A: Marketing Mix*
23. Alternate Quiz 3 - Form B: Marketing Mix*
24. Unit Project: Business Ventures - Part 4
25. Special Project*
26. Review
27. Test
28. Alternate Test - Form A*
29. Alternate Test - Form B*
30. Glossary and Credits

Small Business Entrepreneurship

Unit 5: Management and Business Plans

Assignments

1. Functions of Management
2. Project: Leadership Styles
3. Organization Structure
4. Project: Organizational Chart
5. Regulations to Protect Employees
6. Quiz 1: Management
7. Alternate Quiz 1 - Form A: Management*
8. Alternate Quiz 1 - Form B: Management*
9. Business Plan
10. Project: Business Plan
11. Project: Business Plan Sources
12. Project: Analyze a Business Plan - Part 1
13. Project: Analyze a Business Plan - Part 2
14. Project: Analyze a Business Plan - Part 3
15. Project: Analyze a Business Plan - Part 4
16. Quiz 2: Business Plan
17. Alternate Quiz 2 - Form A: Business Plan*
18. Alternate Quiz 2 - Form B: Business Plan*
19. Unit Project: Business Ventures - Part 5
20. Special Project*
21. Review
22. Test
23. Alternate Test - Form A*
24. Alternate Test - Form B*
25. Glossary and Credits

SBE

Unit 6: Course Review, and Exam

Assignments

1. Review
2. Exam
3. Alternate Exam - Form A*
4. Alternate Exam - Form B*

(*) Indicates alternative assignment

Technology and Business

Technology and Business is a year-long, high school elective that teaches students technical skills, effective communication skills, and productive work habits needed to make a successful transition into the workplace or postsecondary education. In this course, students gain an understanding of emerging technologies, operating systems, and computer networks. In addition, they create a variety of business documents, including complex word-processing documents, spreadsheets with charts and graphs, database files, and electronic presentations.

This course provides key knowledge and skills in the following areas:

1. Emerging Technologies
2. Operating Systems
3. Word Processing
4. Spreadsheets
5. Databases
6. Communication Skills
7. Telecommunications
8. Electronic Presentations
9. Computer Networks
10. Project Management

By the end of the course, the student should be able to do the following:

- Select the appropriate technology to address business needs.
- Describe and compare types of operating systems.
- Use the computer's operating system to execute work responsibilities.
- Identify the purpose and style of various business documents.
- Create complex word-processing documents with columns, bulleted lists, tables, and graphs.
- Improve speed and accuracy of keyboarding.
- Use spreadsheets to calculate, graph, solve business problems, and make predictions.
- Perform data-management procedures using database technology.
- Demonstrate communication skills for obtaining and conveying information.
- Send and receive information using electronic mail, following appropriate guidelines.
- Describe and identify components of the telecommunications industry.
- Create and deliver an effective presentation following presentation guidelines.
- Describe the components required to establish a network.
- Identify the information management requirements and business needs of an organization.
- Use project-management tools and processes to manage a business project successfully.

Technology and Business	Unit 1: Business Technology	
	Assignments	
	1. Course Overview	10. Project: Defining Technical Terms

2. Hardware versus Software
3. Current Business Technology
4. Equipment Maintenance
5. Quiz 1: Overview of Business Technology
6. Alternate Quiz 1—Form A: Overview of Business Technology*
7 Alternate Quiz 1—Form B: Overview of Business Technology*
8. Business Solutions Case Studies
9. Emerging Technology
11. Quiz 2: Business Solutions
12. Alternate Quiz 2—Form A: Business Solutions*
13. Alternate Quiz 2—Form B: Business Solutions*
14. Report: Technology in Business
15. Special Project*
16. Review
17. Test
18. Alternate Test—Form A*
19. Alternate Test—Form B*
20. Glossary and Credits

Technology and Business

Unit 2: Computer Operating Systems

Assignments

1. What Is an Operating System?
2. Utilities
3. Quiz 1: An Introduction to Operating Systems
4. Alternate Quiz 1—Form A: An Introduction to Operating Systems*
5. Alternate Quiz 1—Form B: An Introduction to Operating Systems*
6. Mac
7. Windows
8. Linux
9. Quiz 2: Types of Operating Systems
10. Alternate Quiz 2—Form A: Types of Operating Systems*
11. Alternate Quiz 2—Form B: Types of Operating Systems*
12. Getting Started—Exploring the Desktop
13. Using the Interface
14. File Management
15. Quiz 3: Using the Operating System
16. Alternate Quiz 3—Form A: Using the Operating System*
17. Alternate Quiz 3—Form B: Using the Operating System*
18. Project: Customize Your Desktop
19. Special Project*
20. Review
21. Test
22. Alternate Test—Form A*
23. Alternate Test—Form B*
24. Glossary and Credits

Technology and Business

Unit 3: Word Processing

Assignments

1. Keyboarding Pretest
2. Keyboarding Exercises
3. Number Keypad
4. Project: Timed Typing Tests*
5. Quiz 1: Keyboarding Skills
6. Alternate Quiz 1—Form A: Keyboarding Skills*
7. Alternate Quiz 1—Form B: Keyboarding Skills*
8. Writing and Editing a Business Document
9. Project: Creating a Memo
10. Business Letters
11. Project: Creating a Business Letter
12. Résumés
13. Project: Creating a Résumé
14. Brochures and Newsletters
15. Project: Creating a Newsletter
16. Research Papers
17. Project: Formatting a Research Paper
18. Business Reports
19. Project: Creating a Business Report
20. Quiz 2: Creating Business Documents
21. Alternate Quiz 2—Form A: Creating Business Documents*
22. Alternate Quiz 2—Form B: Creating Business Documents*
23. Special Project*
24. Review
25. Test
26. Alternate Test—Form A*
27. Alternate Test—Form B*
28. Glossary and Credits

Technology and Business

Unit 4: Spreadsheets

Assignments

1. Entering Data
2. Formatting
3. Editing Data
4. Shortcuts
5. Quiz 1: Spreadsheet Basics
6. Alternate Quiz 1—Form A: Spreadsheet Basics*
7. Alternate Quiz 1—Form B: Spreadsheet Basics*
8. Formulas
9. Project: Using Simple Formulas
10. Advanced Formulas
11. Project: Using Advanced Formulas
12. Quiz 2: Spreadsheet Formulas
13. Alternate Quiz 2—Form A: Spreadsheet Formulas*
14. Alternate Quiz 2—Form B: Spreadsheet Formulas*
15. Project: Creating a Personal Budget
16. Project: Estimating Income Taxes
17. Creating Graphs
18. Project: Business Spreadsheets
19. Project: Balance Sheets and Profit-and-Loss Statements
20. Quiz 3: Spreadsheet Applications
21. Alternate Quiz 3—Form A: Spreadsheet Applications*
22. Alternate Quiz 3—Form B: Spreadsheet Applications*
23. Special Project*
24. Review
25. Test
26. Alternate Test—Form A*
27. Alternate Test—Form B*
28. Glossary and Credits

Technology and Business

Unit 5: Databases

Assignments

1. Comparing Databases and Spreadsheets
2. Understanding Database Terms
3. Project: Creating a Database
4. Working with Data and Records
5. Project: Creating a Database
6. Quiz 1: Database Basics
7. Alternate Quiz 1—Form A: Database Basics*
8. Alternate Quiz 1—Form B: Database Basics*
9. Using Databases to Search and Query
10. Project: Working with Queries
11. Project: Using a Database to Generate Mailings*
12. Importing and Exporting Data
13. Data Analysis
14. Project: Data Warehouse*
15. Project: Using a Database to Create a Business Report*
16. Quiz 2: Database Features
17. Alternate Quiz 2—Form A: Database Features*
18. Alternate Quiz 2—Form B: Database Features*
19. Special Project*
20. Review
21. Test
22. Alternate Test—Form A*
23. Alternate Test—Form B*
24. Glossary and Credits

T&B

Unit 6: Semester Review and Exam

Assignments

1. Review
2. Exam
3. Alternate Exam—Form A*
4. Alternate Exam—Form B*

Technology and Business

Unit 7: Communication Skills

Assignments

1. Communication Skills
2. Electronic Communication Skills
3. Project: Revising E-mail Messages
4. Quiz 1: Overview of Effective Communication Skills
5. Alternate Quiz 1—Form A: Overview of Effective Communication Skills*
6. Alternate Quiz 1—Form B: Overview of Effective Communication Skills*
7. Workplace Skills, Habits, and Attitudes
8. Active Listening
9. Constructive Feedback
10. Project: Employee Action Plan
11. Quiz 2: Desirable Workplace Skills, Habits, and Attitudes
12. Alternate Quiz 2—Form A: Desirable Workplace Skills, Habits, and Attitudes*
13. Alternate Quiz 2—Form B: Desirable Workplace Skills, Habits, and Attitudes*
14. Finding Reliable Internet Resources
15 Paraphrasing and Summarizing
16. Organizing Information
17. Quiz 3: Using Written Information
18. Alternate Quiz 3—Form A: Using Written Information*
19. Alternate Quiz 3—Form B: Using Written Information*
20. Report: Business Skills
21. Special Project*
22. Review
23. Test
24. Alternate Test—Form A*
25. Alternate Test—Form B*
26. Glossary and Credits

Technology and Business

Unit 8: Telecommunications Technology

Assignments

1. The Parts and the Pieces
2. Case Studies
3. Quiz 1: The Telecommunications Industry – An Overview
4. Alternate Quiz 1—Form A: The Telecommunications Industry – An Overview*
5. Alternate Quiz 1—Form B: The Telecommunications Industry – An Overview*
6. E-mail
7. Beyond E-mail
8. E-mail Ethics and Work Habits
9. Netiquette
10. Evaluating Telecommunication Technologies
11. Project: Analyze It
12. Quiz 2: Using and Choosing Telecommunication Technology
13. Alternate Quiz 2—Form A: Using and Choosing Telecommunication Technology*
14. Alternate Quiz 2—Form B: Using and Choosing Telecommunication Technology*
15 Special Project*
16. Review
17. Test
18. Alternate Test—Form A*
19. Alternate Test—Form B*
20. Glossary and Credits

Technology and Business

Unit 9: Presentation Technology

Assignments

1. What is Presentation Technology?
2. How is Presentation Technology Used?
3. Quiz 1: An Introduction to Presentation Technology
4. Alternate Quiz 1—Form A: An Introduction to Presentation Technology*
5. Alternate Quiz 1—Form B: An Introduction to Presentation Technology*
6. Working with Text
7. Working with Graphics
8. Working with Special Effects
9. Quiz 2: Presentation Guidelines
10. Alternate Quiz 2—Form A: Presentation Guidelines*
11. Alternate Quiz 2—Form B: Presentation Guidelines*
12. Content
13. Layout
14. Putting It All Together
15 Quiz 3: Presentation Planning
16. Alternate Quiz 3—Form A: Presentation Planning*
17. Alternate Quiz 3—Form B: Presentation Planning*
18. Project: Creating a Presentation
19. Special Project*
20. Review
21. Test
22. Alternate Test—Form A*
23. Alternate Test—Form B*
24. Glossary and Credits

Technology and Business

Unit 10: Computer Networks

Assignments

1. What is Project Management?
2. Project Management Tools
3. Quiz 1: Introduction to Project Management
4. Alternate Quiz 1—Form A: Introduction to Project Management*
5. Alternate Quiz 1—Form B: Introduction to Project Management*
6. Initiating and Planning a Project
7. Project: Initiating a Project
8. Executing and Closing a Project
9. Project: Project Meeting
10. Career Paths in Information Technology
11. Quiz 2: Managing a Project
12. Alternate Quiz 2—Form A: Managing a Project*
13. Alternate Quiz 2—Form B: Managing a Project*
14. Special Project*
15 Review
16. Test
17. Alternate Test—Form A*
18. Alternate Test—Form B*
19. Glossary and Credits

Technology and Business

Unit 11: Project Management

Assignments

1. What is Presentation Technology?
2. How is Presentation Technology Used?
3. Quiz 1: An Introduction to Presentation Technology
4. Alternate Quiz 1—Form A: An Introduction to Presentation Technology*
5. Alternate Quiz 1—Form B: An Introduction to Presentation Technology*
6. Working with Text
7. Working with Graphics
8. Working with Special Effects
9. Quiz 2: Presentation Guidelines
10. Alternate Quiz 2—Form A: Presentation Guidelines*
11. Alternate Quiz 2—Form B: Presentation Guidelines*
12. Content
13. Layout
14. Putting It All Together
15. Quiz 3: Presentation Planning
16. Alternate Quiz 3—Form A: Presentation Planning*
17. Alternate Quiz 3—Form B: Presentation Planning*
18. Project: Creating a Presentation
19. Special Project
20. Review
21. Test
22. Alternate Test—Form A*
23. Alternate Test—Form B*
24. Glossary and Credits

T&B

Unit 12: Semester Review and Exam

Assignments

1. Review
2. Exam
3. Alternate Exam—Form A*
4. Alternate Exam—Form B*

T&B

Unit 13: Course Review and Exam

Assignments

1. Review
2. Exam
3. Alternate Exam—Form A*
4. Alternate Exam—Form B*

(*) Indicates alternative assignment

Education and Training

Introduction to Careers in Education and Training

The Introduction to Careers in Education and Training course will introduce students to the field of education and training, and the opportunities available for early-childhood care, primary school, secondary school, higher education, vocational training, and adult and continuing education. The students will gain an understanding of the career options available in teaching, administrative work, and support services. They will also explore the education and background experience needed to succeed in these careers.

Students will learn about the evolution of the modern educational system in the United States, and the policies and laws that govern educational institutions. They will also discover the similarities and differences between the ethical and legal obligations of working with adults versus working with children.

Students will learn about the skills needed to be effective communicators. They will also learn how to differentiate between different types of learning theories, and they will explore how to implement current principles from educational psychology into the classroom.

Students will also learn how to create a safe and healthy learning environment. They will discover the federal laws and agencies that set health-and-safety standards, and they will learn how these regulations are enforced in the workplace.

The objective of this course is to introduce the student to the field of education and training, and to explain the career opportunities that are available in this field.

Objectives

- Apply communication skills with students, parents, and other groups to enhance learning and a commitment to learning.
- Demonstrate critical-thinking skills while processing educational communications, perspectives, policies, and/or procedures.
- Categorize risks to safety, health, and the environment in education and training settings.
- Demonstrate group-collaboration skills to enhance professional education and training practice.
- Analyze ethical and legal policies of professional education and training practice.
- Describe legal rights that apply to individuals and practitioners within education and training settings.
- Define state and federal professional development requirements to maintain employment and to advance in an education and training career.
- Apply organizational skills and logic to enhance professional education and training practice.
- Demonstrate group-management skills that enhance professional education and training practice.

Intro. to Careers in Education and Training

Unit 1: Education and Training: Historical Perspectives, Introduction and Critical Skills

Assignments

1. Course Overview
2. Historical Foundations of Education and Training
3. Project: What Did Children Learn
4. Current Trends and Social, Political, and Economic Goals of Education and Training
5. Overview of Careers in Education and Training
6. Project: Create a Job Advertisement
7. Quiz 1: Education and Training: Historical Perspectives, Introduction, and Critical Skills
8. Communication Skills 101
9. Project: Evaluate Communication Skills
10. Overcoming Communication Barriers
11. Educational Funding Opportunities to Improve Schools
12. Project: Write an Educational Grant Proposal
13. Quiz 2: Communication Skills in Education and Training
14. Special Project*
15. Test
16. Course Project Part 1: You are the Teacher*
17. Glossary and Credits

Intro. to Careers in Education and Training

Unit 2: Learning Styles and Collaborative Learning

Assignments

1. Learning and Learning Theories
2. Project: Write a Classroom Activity
3. How to Encourage Students to Want to Learn
4. How to Encourage Students to Think about Their Thinking
5. Project: Develop Your Metacognitive Skills
6. Quiz 1: Cognition and Learning
7. Group Dynamics
8. Project: Diagram your Groups
9. When Teachers and Students Learn Together
10. Careers in Instructional Design
11. Project: Write a Resume for an Instructional Designer
12. Quiz 2: Collaborative Learning and Group Skills in Education and Training
13. Special Project*
14. Test
15. Course Project Part 2: Design a Student Activity*
16. Glossary and Credits

Intro. to Careers in Education and Training

Unit 3: Educational Policy and Human Resource Development

Assignments

1. Careers in Educational Research and Policy
2. Project: Investigate Career Options
3. Federal Policies on Primary and Secondary Education
4. Federal Policies on Adult Education
5. Project: Create an Informational Poster
6. Quiz 1: Perspectives in Educational Policy
7. Conflict Management and Resolution
8. Project: Design a Conflict Resolution Pamphlet
9. Meeting Models
10. Careers in Human Resources Development
11. Project: Design Your Undergraduate Curriculum
12. Quiz 2: Human Resource Development
13. Special Project*
14. Test
15. Course Project Part 3: Resolve Potential Conflicts*
16. Glossary and Credits

Intro. to Careers in Education and Training

Unit 4: Ethical and Legal Policies of Careers in Education and Training

Assignments

1. Legal Responsibilities of Working with Children and Adolescents
2. Project: The People Behind the Laws
3. Ethical Responsibilities in Education and Training
4. Careers in Social Work, Psychology, and School Counseling
5. Project: Interview a Professional
6. Quiz 1: Ethical and Legal Responsibilities of Working with Children and Adolescents
7. Laws Governing Higher Education
8. Project: Research a School's Financial Aid Options
9. Ethics in Higher Education
10. Careers in Higher Education
11. Project: Biography of a College President
12. Quiz 2: Ethical and Legal Responsibilities of Working with Adults
13. Special Project*
14. Test
15. Course Project Part 4: Research Local, State, and Federal Education Laws*
16. Glossary and Credits

Intro. to Careers in Education and Training

Unit 5: Health and Safety in Education and Training

Assignments

1. Health and Safety Regulations in Early Child-care Settings
2. Project: Create an Informational Brochure
3. Health and Safety Regulations in K-12 Schools
4. Careers in Health and Safety in Schools
5. Project: Write a School Newspaper Article that Highlights the Contributions of School Health and Safety Personnel
6. Quiz 1: Health and Safety in the School Setting
7. Health and Safety Regulations in the Workplace
8. Project: Create an Informational Poster
9. Training for Health and Safety in the Workplace
10. Careers in Health and Safety
11. Project: Create a Chart Comparing Careers in Health and Safety
12. Quiz 2: Health and Safety in the Workplace
13. Special Project*
14. Test
15. Course Project Part 5: Design a Safe and Healthy Learning Space*
16. Glossary and Credits

ICET

Unit 6: Course Project, Review, and Exam

Assignments

1. Course Project Part 6: Write an Educational Grant Proposal *
2. Review
3. Exam

(*) Indicates alternative assignment

Teaching and Training Careers

This course introduces students to the art and science of teaching. It provides a thorough exploration of pedagogy, curriculum, standards and practices, and the psychological factors shown by research to affect learners. In five units of study, lessons, and projects, students engage with the material through in-depth exploration and hands-on learning, to prepare them for teaching and training careers. Students are given many opportunities to be the teacher or trainer, and to explore the tasks, requirements, teaching strategies, and research-based methods that are effective and high-quality.

Unit One provides foundational information on the evolution of education, educational formats, learning theories and theorists, and the interconnectedness of knowledge areas in teaching and training careers. In Unit Two, students become teachers, creating courses and lesson plans to standards, in their exploration of instructional design and planning. They investigate resources and types of materials teachers select, use, and create.

Unit Three focuses on classroom strategies, as students role-play in simulations to devise methods of handling classroom issues and engage individual learners. They assess student and teacher performance through assessments themselves, examining the effectiveness of various methods. Unit Four focuses on the importance of a positive environment, as evidenced through research, and students identify elements that achieve this outcome. Students contrast inclusion-based education with previous instructional models from educational history. Unit Five completes the 30 lesson segments with student investigation of data collection; rankings; student records; and how data is collected, compiled, used, and stored. Students research outreach methods and accountability regulations and practices, to see how data use affects community standing and relationships, policy reform, and school reputation.

Students complete the course with a comprehensive knowledge of what is required in educational qualifications, preparing for, obtaining, and excelling in a teaching and training career they are encouraged to determine for themselves. They gain an informed awareness of research-based methods, effective strategies, the needs of individual learners, and the challenges teachers and trainers face in today's educational landscape.

Objectives

- Categorize uses of statistics, evaluations, and reports.
- Compare learning styles and effective tools.
- Compare presentation and preparation attributes of teaching with other professions.
- Compare training and teaching goals and learning strategies.
- Identify components or types of lesson segments.
- Argue the importance of engaged learners and a positive environment.
- Describe the benefits of inclusive classrooms.
- Describe the importance of well-planned lessons for holding attention.
- Describe knowledge areas in training in contrast to teaching.
- Describe learning theory and theorists.
- Describe research on individual learners and school readiness.
- Describe teaching styles and lesson planning.
- Differentiate training pedagogy from that of teaching.
- Evaluate the needs of individual learners.
- Identify teacher-parent interactions.
- Identify the value of effective teaching styles.
- Summarize the effectiveness of balanced lesson flow.
- Summarize the evolution of learning theories.
- Summarize factors important to adult learning.
- Summarize factors in classroom environments that affect learning.
- Summarize the theory of multiple intelligences.
- Summarize ways in which materials assist individual learners.
- Summarize Worldviews in learning theory.

Teaching and Training Careers

Unit 1: Foundations of Pedagogy

Assignments

1. Course Overview
2. Educational Knowledge Areas
3. Project: Your Pet Theory
4. Learning Theories and Student Experiences
5. The Difference Between Teaching and Training
6. Project: Training Day
7. Quiz 1: History, Learning Theories and Theorists
8. Defining Instructional Standards
9. Project: Pick a Subject and Plan a Class to Standards
10. Assessing Instructional Standards
11. Individual Learning in Standardized Classrooms
12. Project: Classroom Anecdotes as Research
13. Quiz 2: Standards and Standardized Learning
14. Special Project*
15. Test
16. Course Project Part 1: Your Educational Approach*
17. Glossary and Credits

Teaching and Training Careers

Unit 2: Planning and Preparing a Lesson

Assignments

1. Creating the Lesson Plan
2. Project: Build Your Lesson Plan
3. Revising Lesson Plans for Effectiveness
4. Project: Revise Your Lesson Plan
5. Using Bloom's Taxonomy
6. Quiz 1: The Lesson Plan
7. Choosing and Using Resources: Textbooks
8. Project: Find a Great Textbook for Your Class
9. Resources: Teacher-Created Materials
10. Project: Explore Teacher-Created Materials
11. Resources: Evaluating the Source
12. Quiz 2: Curriculum Resources
13. Special Project*
14. Test
15. Course Project Part 2: Your Daily Plan as a Teacher*
16. Glossary and Credits

Teaching and Training Careers

Unit 3: Delivering and Assessing

Assignments

1. Teaching Skills for Effective Lessons
2. Project: Think Fast!
3. Lesson Components for Success
4. Project: Rethink Your Lesson Plan for Successes
5. Active Learning Strategies
6. Quiz 1: Teaching Styles
7. Focus on Assessments
8. Project: Research Assessment Requirements in Your State
9. Types of Assessments
10. Creating Assessment Activities
11. Project: Create an Awesome Assessment
12. Quiz 2: Assessments
13. Special Project*
14. Test
15. Course Project Part 3: You're the Teacher, What's Your Style? *
16. Glossary and Credits

Teaching and Training Careers

Unit 4: Managing the Learning Environment

Assignments

1. Schools in the Community
2. Project: A Moment in School History
3. Developmentally Appropriate Materials
4. Creating Positive School Environments
5. Project: Create a Positive Environment
6. Quiz 1: School Environments in the Community
7. The Inclusive Classroom
8. Project: The Non-Inclusive Classroom: A Cautionary Tale
9. Improving Learning Environments
10. Inclusion of Multiple Intelligences
11. Project: Multiple Intelligences in Action
12. Quiz 2: Inclusive Classroom Strategies
13. Special Project*
14. Test
15. Course Project Part 4: Meet the Principal: You! *
16. Glossary and Credits

Teaching and Training Careers

Unit 5: Data and Use in School Relations

Assignments

1. Keeping Track of Performance
2. Project: School Report Cards and Rankings Check
3. Data Collection Systems
4. Project: Data Collection Systems Hunt
5. How Data Affects Policy in Education
6. Quiz 1: Data Collection in Schools
7. Education Advocacy
8. Project: You're the Advocate
9. Teacher-Parent Communication
10. Accountability in Education
11. Project: Accountability Project
12. Quiz 2: Education Outreach
13. Special Project*
14. Test
15. Course Project Part 5: Peer Evaluations*
16. Glossary and Credits

TTC

Unit 6: Course Project, Review, and Exam

Assignments

1. Course Project Part 6: Putting it All Together*
2. Review
3. Exam

(*) Indicates alternative assignment

Finance

Introduction to Careers in Finance

The Introduction to Careers in Finance course provides the fundamentals of the financial services industry in the United States and explores the jobs and career opportunities that the industry offers.

Unit 1 introduces the financial services industry and the financial systems that operate in the US and internationally.

Unit 2 examines securities markets and investment companies, looks at how companies evaluate and mitigate risk, and discusses the valuation of stocks and bonds.

Unit 3 discusses the roles and responsibilities of corporate finance and accounting, analysis of financial statements, capital budgeting, and capital structure.

Unit 4 focuses on banking services, including how the industry is organized and regulated and how risks are managed.

Unit 5 looks at the insurance industry, including how it is organized and regulated, how it addresses risks, and the career opportunities it offers.

Objectives

- Explain the financial system.
- Evaluate career opportunities in financial services.
- Describe the role of intermediaries in finance.
- Examine and define the key agencies governing US banking and securities industries.
- Characterize the impact of international finance on US financial system regulations.
- Review the attributes of a well-functioning financial system.
- Evaluate the role of regulatory bodies in ensuring compliance with regulations.
- Identify the importance of transparency in the financial system.
- Identify different types of securities and markets.
- Describe how diversification works with risk and return.
- Discuss how to analyze a bond for investment purposes.
- Describe, compare, and apply the main techniques used for equity valuation.
- Analyze the methods used to assess the value of a futures contract.
- Discuss the roles and responsibilities of corporate finance.
- Create a framework to understand the analysis of financial statements.
- Describe how money grows over time when invested through compounding.
- Identify issues affecting the cost of capital.
- Describe the elements of a company's capital structure.
- Explain how a company can use its profits to increase its value.
- Describe the nature, structure, and functions of banking firms.
- Explain how banks mitigate their risks.
- Describe the role of the Federal Reserve in supporting banks.
- Summarize the nature and types of risks faced by businesses and how they use insurance to manage those risks.
- Explain nontraditional risks and how companies address them.
- Summarize the types of jobs and careers offered by insurance companies.
- Discuss the role of state insurance commissioners in regulating insurance companies.

Intro. to Careers in Finance

Unit 1: Finance Overview and Financial Services

Assignments

1. Course Overview
2. Introduction to the Financial Services Industry
3. Project: Exploring Careers in Financial Services
4. Financial System and Financial Intermediaries
11. Project: The Fiscal Cliff
12. International Finance
13. Project: When Financial Services Fail to serve the Consumer

5.	Project: Exploring Stock Market Fraud	14. Quiz 2: Constantly Changing Financial Systems
6.	Dynamics of Financial Services Systems	15. Special Project*
7	Quiz 1: Market Organization and Structure	16. Test
8.	Traits for a Healthy Financial System	17. Course Project Part 1: Find the Right Company*
9.	Project: Mortgage Meltdown	18. Glossary and Credits
10.	Financial Regulation and Compliance	

Intro. to Careers in Finance

Unit 2: Securities Analysis and Investments

Assignments

1.	Securities Markets and Investment Companies	9. Equity Valuation
2.	Project: When It All Goes Wrong on Wall Street	10. Project: Researching Stock Valuations
3.	Risk and Return, Efficient Diversification	11. Options and Futures Valuation
4.	Introduction to the Financial Services Industry	12. Quiz 2: Securities Valuation
5.	Project: Risk Analysis	13. Special Project*
6.	Quiz 1: Basics of Securities Analysis	14. Test
7.	Bond Valuation	15. Course Project Part 2: Explore Jobs and Careers*
8.	Project: Evaluating Bonds	16. Glossary and Credits

Intro. to Careers in Finance

Unit 3: Principles of Corporate Finance

Assignments

1.	Introduction to Financial Statement Analysis	9. Project: Financial Condition of the Energy Industry
2.	Project: Financial Statement Analysis	10. Dividends and Payout Policy
3.	Financial Statement Analysis	11. Project: Effects of the Mortgage Meltdown
4.	Project: Application of Ratio Analysis	12. Quiz 2: Capital Structure
5.	The Time Value of Money	13. Special Project*
6.	Quiz 1: The Finance Function and Financial Reporting and Analysis	14. Test
7.	Capital Budgeting and the Cost of Capital	15. Course Project Part 3: Prepare a Learning Plan*
8.	Financial Leverage and Capital Structure Policy	16. Glossary and Credits

Intro. to Careers in Finance

Unit 4: Banking Services

Assignments

1.	Organization and Structure of the Banking Industry	10. Project: Bailing Out Troubled Banks
2.	Project: Bitcoin: A New Approach to Currency	11. Asset-backed Securities, Loan Sales, and Derivatives
3.	Banking Regulation	12. Project: Bank Financial Positions
4.	Project: Exploring the Dodd-Frank Act	13. Quiz 2: Bank Risk Management
5.	Bank Financial Statements and Performance	14. Special Project*
6.	Project: Bank Solvency and Risk Measures	15 Test
7.	Quiz 1: Introduction to Banking	16. Course Project Part 4: Understand Risk*
8.	Managing Liability and Liquidity Risk	17. Glossary and Credits
9.	Managing Deposit Insurance: Bank Capital and Capital Regulation	

Intro. to Careers in Finance

Unit 5: Risk Management and Insurance

Assignments

1.	The Role of Insurance in Addressing Risk	9. Project: Advising the Client on an Annuity.
2.	Project: Keystone: Yes, or No?	10. Government Regulation of Insurance
3.	Introduction to Risk Management	11. Project: Client Advice for Health Care Compliance
4.	Project: Risk Assessment and Mitigation	12. Quiz 2: Insurance
5.	Advanced Topics in Risk Management	13. Special Project*
6.	Quiz 1: Risk Management	14. Test
7.	Careers in Insurance	15. Course Project Part 5: Be Aware of Regulations*
8.	Financial Operations of Insurance	16. Glossary and Credits

	Unit 6: Course Project, Review, and Exam	
ICF	**Assignments**	
	1. Course Project Part 6: Look to the Future*	3. Exam
	2. Review	

(*) Indicates alternative assignment

Banking Services Careers

The exchange of money in the United States is generally managed with the services of banks and other financial institutions, whose reputations depend greatly on customer satisfaction and trust. Many of the products we use on a daily basis, like checking and savings accounts, debit cards, credit cards, and loans, are the backbone of the banking industry. This course will provide an overview of how the banking system works, what the Federal Reserve is, and the technical and social skills needed to work in banking and related services. Students will explore career paths and the required training or higher education necessary, and will gain an understanding of the basic functions of customer transactions (i.e., setting up an account, processing a loan, or establishing a business), cash drawer activity, check collection processes, and other customer service–related transactions. This course will also discuss how technology has changed banking in the 21st century. The banking industry is responsible for many of the products that we use on a daily basis, from checking and savings accounts to debit cards, credit cards, and loans.

This course will focus on the specific skills related to banking and related services. In addition, you will explore career paths and the required training or higher education preparation necessary to obtain a career in banking and related services. Also, you will gain an understanding of the basic functions of customer transactions, cash drawer activity, check collection processes, and other customer service–related transactions. This course will also discuss how technology has changed the banking and related services industry. Finally, this course will provide an overview of the technical and people skills necessary to aid consumers with setting up an account, processing a loan, or establishing a business.

Objectives

- Examine laws and regulations to manage business operations and transactions in the banking services industry.
- Identify positive, ongoing relationships with banking customers.
- Analyze the use of financial resources to enhance banking performance.
- Demonstrate the use of banking technology and equipment.
- Plan the day-to-day activities within a banking organization to ensure secure operations.
- Evaluate career-planning concepts, tools, and strategies to explore, obtain, and/or develop a career in banking services.
- Label client needs and wants and compose a response through planned, personalized communication to guide purchase decisions and enhance future business opportunities in banking services.

Banking Services Careers

Unit 1: Description of the Banking Industry

Assignments

1. Course Overview
2. Overview of the Federal Reserve System
3. The Money Supply and Monetary Policy
4. Project: Fed Decision Making
5. Banking Regulations and Oversight
6. Project: Factors of a CAMELS Rating
7. Quiz 1: The Federal Reserve
8. Overview of Bank Charters
9. State-Chartered Versus Federally-Chartered Banks
10. Project: Open a New Bank
11. Credit Unions
12. Project: Compare and Contrast
13. Quiz 2: Types of Financial Institutions
14. Special Project*
15. Test
16. Course Project Part 1: Introduction of Your Product or the Improvement to a Product*
17. Glossary and Credits

Banking Services Careers

Unit 2: Bank Performance

Assignments

1. Overview of Bank Performance
2. Specific Criteria for Measuring Bank Performance
3. Project: Bank Analysis
4. Customers and Bank Performance and Profitability
5. Project: Bank Ranking Analysis
6. Quiz 1: Maximizing Bank Performance
7. Overview of Financial Reports
8. Project: Reviewing a Federal Reserve Report
9. Income Statements and Balance Sheets
10. Reporting Financial Information
11. Project: Investigating Bank Violations
12. Quiz 2: Financial Information and Laws and Regulations
13. Special Project*
14. Test
15. Course Project Part 2: Choosing a Charter*
16. Glossary and Credits

Banking Services Careers

Unit 3: Bank Products

Assignments

1. Checking Accounts
2. Project: Checking Account Comparison
3. Savings Operations
4. Project: Research Savings Options
5. Banks and Technology
6. Project: Bank Comparisons
7. Quiz 1: Deposit Accounts and e-Banking
8. Overview of Lending Products
9. The Lending Process
10. Project: Research a Loan
11. Finding the Right Loan and Bank to Meet Your Needs
12. Project: Find the Best Loan
13. Quiz 2: Lending
14. Special Project*
15. Test
16. Course Project Part 3: Bank Services*
17. Glossary and Credits

Banking Services Careers

Unit 4: Customer Relationships

Assignments

1. Overview of Personal Financial Planning
2. Services Offered by Banks
3. Project: Financial Planning Services
4. Technology, Personal Financial Planning, and Customer Retention
5. Project: Explore Personal Finance Software
6. Quiz 1: Personal Financial Planning
7. Overview of CSR
8. Project: Researching CSR
9. Being Involved to Increase Profitability
10. Designing the CSR Program
11. Project: CSR Investigation
12. Quiz 2: The Bank and the Community
13. Special Project*
14. Test
15. Course Project Part 4: Corporate Social Responsibility Strategy*
16. Glossary and Credits

Banking Services Careers

Unit 5: Banking and Consumers

Assignments

1. The Role of Bank Employees
2. Project: What Do Bank Employees Do?
3. Bank Employees and their Customers
4. Project: New Bank Customer Service Code
5. Building Relationships and Earning a Profit
6. Quiz 1: Overview of Bank Employees
7. Career Opportunities
8. Project: Exploring Careers in a Bank
9. Skills, Experience, and Education
10. Project: Job Research
11. Bank Career Trends
12. Quiz 2: Bank Employee Careers
13. Special Project*
14. Test
15. Course Project Part 5: Finding Key Employees*
16. Glossary and Credits

BSC

Unit 5: Banking and Consumers

Assignments

1. Course Project Part 6: Planning for the Trends*
2. Review
3. Exam

(*) Indicates alternative assignment

Government and Public Administration

Introduction to Career in Government and Public Administration

The Introduction to Government and Public Administration course will provide students with an overview of American politics and public administration, including how political institutions and public management systems at the local, state, and federal levels exercise supervisory authority and maintain accountability.

Students will learn about the foundations of the U.S. government, the separation of powers, the federal civil service system, and the relationship between the government and state and local officials.

They will also learn about governmental powers of the states and of local governments, such as education, law enforcement, and transportation.

Students will learn about politics in the United States and the electoral process, political attitudes and opinions, and American political parties.

They will also learn about the structure of U.S. federal governmental institutions, the nature of bureaucracy, and the functions of the executive, legislative, and judicial branches of government.

Students will also learn about policy making in American government, including discussions of foreign and defense policies.

After completing this course, students will have a fundamental understanding of U.S. government and public administration. They will be able to explain the history and structure of the government, how the government functions and relates to state and local governments, and how the government creates and enforces public policies.

Objectives

- Explain the missions, responsibilities, and type of government agencies.
- Describe the federal civil service and the importance of intergovernmental cooperation.
- Identify ideas behind the federal system, including how the federal government interacts with state and local governments.
- Explain the political party system
- Discuss the electoral process and the role of mass media.
- Compare and contrast the three branches of U.S. federal government—executive, legislative, and judicial.
- Describe the policy making process and the differences between types of public policies.

Intro. to Careers in Government and Public Administration

Unit 1: Administrative and Political Systems in the United States

Assignments

1. Course Overview
2. Foundations of U.S. Government and Democracy
3. Project: The Founding Fathers
4. A History of U.S. Public Administration
5. The Modern Civil Service
6. Project: Cabinet-level Departments
7. Quiz 1: History and Constitutional Foundations of Democratic Governance
8. Public Service Roles and Responsibilities
9. Career Development in Federal Agencies
10. Project: Workforce Development Planning
11. Promoting Inter-Agency Coordination
12. Project: The Hometown Federal Government
13. Quiz 2: The Federal Career Service
14. Special Project*
15. Test
16. Course Project Part 1: The Foundations of the U.S. Government*
17. Glossary and Credits

Intro. to Careers in Government and Public Administration

Unit 2: Overlapping Powers of Governments

Assignments

1. Understanding Federal, State, and Local Roles and Responsibilities
2. Federalism and Separation of Powers
3. Project: Organize a Debate on Federalism
4. Contemporary Intergovernmental Relations
5. Project: Will You Collect Social Security?
6. Quiz 1: Federalism and Intergovernmental Relationships
7. Number, Size, and Scope of Governments
8. Project: Conduct a Mock Public Hearing
9. Sources of Revenue and Spending Priorities
10. Project: Create a Video or Report about a Local Agency
11. Job Performance
12. Quiz 2: Employment Opportunities with Local and State Governments
13. Special Project*
14. Test
15. Course Project Part 2: Separation of Powers Between the States and Federal Government*
16. Glossary and Credits

Intro. to Careers in Government and Public Administration

Unit 3: Politics, Elections, and Democratic Participation

Assignments

1. Formation of Public Opinion
2. The American Voter
3. Project: Make Two Data Graphics About Social Media for Public Engagement
4. Participation and Political Parties
5. Project: Write and Design a Voter Guide
6. Quiz 1: Public Opinion, Political Parties, and Interest Groups
7. Political Campaigns, Financing Elections, and Role of Social Media
8. Project: Interview with a Politician
9. Voter Turnout and the Electoral College
10. Project: Election Day
11. Redistricting, Reapportionment, and Gerrymandering
12. Quiz 2: Campaigns, Elections, and the Role of Mass Media
13. Special Project*
14. Test
15. Course Project Part 3: The American Voter*
16. Glossary and Credits

Intro. to Careers in Government and Public Administration

Unit 4: Governmental Institutions: Executive, Legislative, and Judicial

Assignments

1. Changing Role of the Chief Executive
2. Project: Rewriting History Report
3. The Executive Bureaucracy
4. Joint Control of Executive Agencies
5. Project: Freedom of Information
6. Quiz 1: Executive Branch Responsibilities and Restraints
7. Congressional Authority
8. Legislative and Budget Processes
9. Project: Making a Law
10. Judicial Review
11. Project: Understanding the State Court System
12. Quiz 2: The Legislative and Judicial Branches: Congress and the Courts
13. Special Project*
14. Test
15. Course Project Part 4: How the Executive Branch Interacts with the Legislative Branch*
16. Glossary and Credits

Intro. to Careers in Government and Public Administration

Unit 5: Public Policy and Program Implementation

Assignments

1. Domestic and Social Policies
2. Project: Analyze a Policy
3. Regulatory Policies
4. Fiscal and Monetary Policies
5. Project: How the Federal Reserve Implements Monetary Policy
6. Quiz 1: Putting Government Policies into Action
7. Making Foreign and Defense Policy
8. Project: Negotiating a Treaty
9. Protecting the United States
10. Presidential Direction in Foreign and Defense Policy
11. Project: A Job in the State Department
12. Quiz 2: Protecting the Homeland: U.S. Foreign and Defense Policy
13. Special Project*
14. Test
15. Course Project Part 5: Domestic Policy Issues*
16. Glossary and Credits

ICGPA

Unit 6: Course Project, Review, and Exam

Assignments

1. Course Project Part 6: Serving the People: The Final Product *
2. Review
3. Exam

(*) Indicates alternative assignment

Health Science

Careers in Allied Health

As a Christian, it is important to do your best in whatever career path you choose. Your desire should be to help others achieve and maintain a healthy lifestyle. A career in allied health provides you the opportunity to meet the physical needs of many people. What is allied health in relation to the healthcare industry?

Allied health is the term for the area of healthcare (and health care professions) that provide support and care services other than specific doctoring and nurse care. At times, the line between allied health and "non-allied health" may seem to be separated by level of degree/education, although this is not always true.

Allied health career paths can be divided into general roles like diagnostic (testing to see what is wrong), technical (taking care of technology aspects), therapeutic (moving the patient toward healing) and direct patient care (caring for the patient in other ways), although there is some overlap in a few roles. There are a few hundred potential jobs and dozens of potential settings that one could work in.

The career field is important for several reasons. First, the care and support that allied health professionals provide is integral to the health care system. In addition, it is estimated that these professionals make up more than half of the entire health care field. This representation within the industry shows how very important the various roles are.

In this course, we will focus on select allied health careers, studying a variety of different levels, responsibilities, settings, education needs and amounts of patient contact. We will look at things like the degree or training needed for each job, the environment one would work in, how much money the position could make, and the facts of the actual working day.

Then, within each job group, we will explore important aspects that are applicable to the entire field of allied health, such as behaving ethically, working as a team, keeping patients safe and free from infections and germs, honoring diverse needs of diverse patients, and following laws and policies.

The last unit will then include several activities that allow the student to seriously engage with their career exploration and selection.

Objectives

- Learn about allied health careers, academic preparation, lifestyle, skills needed, licensing and credentialing, employment potential, and continuing education.
- Explore ethical and legal challenges in the healthcare field.
- Understand the role of allied health care professionals in the overall health care environment and the importance of teamwork in patient care.
- Examine the importance of cultural, social, and ethnic diversity in the healthcare workforce and environment.
- Learn legal/regulatory guidelines addressing patient and medical information and understand the issues related to confidentiality.
- Learn about safety measures and regulatory requirements.

Since this course leans heavily on reporting and research, students should already know how to choose appropriate resources (especially online), and how to properly cite those resources.

Careers in Allied Health

Unit 1: Introduction to Allied Health Careers

Assignments

1. Course Overview
2. What is Allied Health?
3. Project: Educational Pathway (education, testing, and credentials)
4. Exploring the Allied Health Competency Model
5. Project: Evaluating Your Competencies in Light of Scripture
6. Who's the Hero? An Allied Health Story
7. Quiz: Introduction
8. First Responders: EMT/Paramedic
9. Project: Medical Ethics and the Christian
10. Surgical Technologists
11. Perfusionist
12. Project: Exploring Allied Health Careers
13. Quiz: First Responders and Emergency Personnel
14. Special Project*
15. Test
16. Course Project Part 1: Establishing Your Blog*
17. Glossary and Credits

Careers in Allied Health

Unit 2: Art and Technology

Assignments

1. Medical Arts and Special Skills: Medical Illustrator
2. Project: Medical Illustration/Emergency Medicine Career Comparison
3. Medical Arts and Special Skills: Orthotists and Prosthetists
4. Project: Orthotics and Prosthetics
5. Medical Arts and Special Skills: Art Therapist
6. Quiz: Medical Arts and Special Skills
7. Therapists and Technologists: Respiratory Therapists and Cystic Fibrosis
8. Therapists and Technologists: Radiologic Technologist and Situs Inversus
9. Project: Caring for Others
10. Therapists and Technologists: Polysomnographic Technologists and Sleep Apnea
11. Project: Polysomnographic Technologist (PT) Scenario
12. Quiz: Therapists and Technologists
13. Special Project*
14. Test
15. Course Project Part 2: Situs Inversus*
16. Glossary and Credits

Careers in Allied Health

Unit 3: Exercise Science and Patient Evaluation

Assignments

1. Exercise as Medicine and the Exercise Physiologist
2. Project: Day in the Life
3. Kinesiotherapy and the U.S. Veteran returning from Afghanistan
4. Project: Compassion Ministries
5. Fitness Instructor and the New Year's Resolution
6. Quiz: Exercise Science
7. Audiologists and Hearing Loss
8. Project: The Hip Hop Mogul
9. Electro-Neurodiagnostic (END) Technologist and the Nervous System
10. Project: Epilepsy Research Paper
11. Cardiovascular Technologist
12. Quiz: Evaluating the Patient
13. Special Project*
14. Test
15. Course Project Part 3: Blogging about an Echocardiogram*
16. Glossary and Credits

Careers in Allied Health	Unit 4: Health Informatics and Health Administration	
	Assignments	
	1. Health Informatics, Data Acquisition, and Medical Coding	10. Applications, Activities and Case Studies in Hospital and Healthcare Management
	2. Project: Medical Coding Ethics	11. Project: Support for Christian Healthcare Professionals
	3. Dental Informatics	12. Quiz: Hospital Administrator/Health Care Management
	4. Telemedicine and Mobile Computing Informatics	13. Special Project*
	5. Project: Online Symptom Analysis	14. Test
	6. Quiz: Health Informatics and Medical Coding	15. Course Project Part 4: Blogging on Medical Ethics*
	7. Introduction to Healthcare Management	16. Glossary and Credits
	8. Introduction to the Hospital Administrator Role	
	9. Project: Creating an Organizational Chart	

Careers in Allied Health	Unit 5: Counseling, Dietetics and Choosing a Career in Allied Health	
	Assignments	
	1. Genetic Counseling ǁ An Introduction to the Career	9. Diet and the Body
	2. Bioinformatics and the Human Genome	10. Project: Stewardship and You
	3. Project: Mapping Genes	11. Career Exploration Activities
	4. Prenatal Counseling and Anomalies, Choice, Ethics, Science	12. Project: The Case Study
		13. Quiz: Dietetics and Nutrition
	5. Project: The Sanctity of Life	14. Special Project*
	6. Quiz: Genetic Counseling	15. Test
	7. Dietetics and Nutrition: An Introduction to the Career	16. Course Project Part 5: Personal Trainer and Dietician Consulting*
	8. Project: The Debate Between the Nutritionist and Dietician	17. Glossary and Credits

CAH	Unit 6: Course Project, Review, and Exam	
	Assignments	
	1. Course Project Part 6: Final Blogging Project*	3. Exam
	2. Review	

(*) Indicates alternative assignment

Nursing: Unlimited Possibilities and Unlimited Potential

Each year the Gallup Poll conducts a survey of the American public to determine the ten most respected professions in the country. Since 2001, registered nurses have topped that list.

More registered nurses (2.7 million in 2010) work in healthcare than any other professional position; at the same time, a national shortage of qualified nurses exists and is projected to become significantly worse by 2020. As new nursing positions become available and a significant number of registered and licensed practical nurses approach retirement age, there are opportunities for recent graduates of accredited nursing programs throughout the country.

In a world that is increasingly secularized, there is a tremendous need for godly, Christian nurses who not only meet the physical needs of patients, but who can also provide prayer and spiritual support. They assist patients as well as lift up hurting families while placing a strong emphasis on the sanctity of human life.

However, in an era of new medical technology and increased specialization in patient care, healthcare administrators are becoming more discerning; offers of employment are extended to recent graduates of accredited baccalaureate nursing programs in far greater numbers than those offered to licensed practical nurses or registered nurses who successfully completed a hospital-based diploma program as well as those with an associate degree in nursing from a community college or professional school.

This course provides students opportunities to compare and contrast the various academic and clinical training pathways to an entry-level position in nursing and to explore the growing number of opportunities for professional advancement given the proper preparation and experience.

In June 2012, the U.S. Supreme Court upheld the majority of provisions in the Affordable Care Act, which will extend health insurance benefits to an additional 32 million residents of this country and represents the most significant changes in healthcare since the introduction of Medicare and Medicaid. Nurses will continue to play a pivotal role in the care and treatment of these patients as well as have opportunities to make significant contributions to a new definition of healthcare.

Partially in response to these rapid changes in healthcare, the Robert Wood Johnson Foundation and the National Academies' Institute of Medicine conducted a study of the current state of nursing as well as the profession's role in the future. This study, *The Future of Nursing*, has grown into a national initiative to redefine nursing education and scope of practice.

In this course, students will have several opportunities to learn about the expanding scope of professional practice for registered nurses and better understand the important changes proposed in the education and ongoing professional development of nurses.

A project at the end of this course will assist students in focusing their ambition and commitment to nursing service by better defining their available educational and clinical training opportunities.

Objectives

- Compare and contrast a variety of careers in nursing on the basis of academic preparation, scope of practice, training, licensure, patient contact, management/administrative responsibilities, and lifestyle.
- Examine nursing skills common to all nursing professions and explore skill sets that are specific to a nursing specialty or discipline.
- Calculate dosage given age, gender, anthropometric data and specific medication.
- Examine the history of the nursing profession and its contributions to health care through time.
- Evaluate case studies for scientific content and issues of ethics, privacy, and legal limitations to practice.

Nursing

Unit 1: The Nursing Profession

Assignments

1. Course Overview
2. History of Nursing
11. Project: Case Study: The Nursing Code of Ethics
12. Professionalism in Nursing

	3. Registered Nursing	13. Project: Presentation on a Career as a Registered Nurse
	4. Project: Careers in Nursing	
	5. LPN, CNA, HHA	14. Quiz 2: Ethics and Professionalism in Nursing
	6. Project: Caveat Emptor	15. Special Project*
	7 Quiz 1: Introduction	16. Test
	8. The Nursing Code of Ethics	17. Course Project - Part 1: Selecting Your Research Topic*
	9. Project: Defining the Members of a Healthcare Team	18. Glossary and Credits
	10. Role of the Nurse as Part of a Health Care Team	

	Unit 2: Primary Nursing Positions	
	Assignments	
Nursing	1. Palliative and Hospice Nursing	9. Nurse Practitioner
	2. Project: Observing Pain and the Effects of Chronic Illness	10. Project: What's Your Position?
		11. Nurse Educator
	3. Certified Nurse Midwife	12. Project: Why Not Nursing?
	4. Critical Care Nursing	13. Quiz 2: Primary Nursing Positions, Part 2
	5. Project: Service Learning	14. Special Project*
	6. Quiz 1: Primary Nursing Positions, Part I	15. Test
	7. Nurse Anesthetist	16. Course Project - Part 2: Identifying Resources*
	8. Project: Analyzing Anesthesia	17. Glossary and Credits

	Unit 3: Nursing Specialties	
	Assignments	
Nursing	1. OR Nursing and the Humanitarian Mission	9. Oncology Nurse and the Child with Leukemia
	2. Project: More about Médecins Sans Frontières	10. Project: On Trial: Clinical Oncology Trials
	3. Pediatric Nursing	11. Orthopedic Nurse and the Pedestrian
	4. Project: Read	12. Quiz 2: Nursing Specialties: Correctional, Oncology and Orthopedic Nursing
	5. Psychiatric Nursing	
	6. Quiz 1: Nursing Specialties: Operating Room Nurse, Pediatrics, and Psychiatry	13. Special Project*
		14. Test
	7. Correctional Nursing	15. Course Project - Part 3: Developing a Survey*
	8. Project: Case Study: What Constitutes Appropriate Care?	16. Glossary and Credits

Nursing

Unit 4: More Nursing Specialties

Assignments

1. Cardiac Rehabilitation Nurse: Heart Transplant
2. Project: Developing a Cardiac Rehabilitation Program
3. Nursing as a Mission
4. Project: Serving Abroad
5. Ambulatory Nursing and Patient Independence
6. Quiz 1: Nursing Specialties: Cardiac Rehabilitation, Ambulatory Nurse, and Nurse Missionary
7. Infection Control and the Nosocomial Infection
8. Project: Writing a News Story
9. Occupational Health Nurse and the Brazilian Blowout Standards Correlation
10. Project: The Safety Film
11. Gastroenterology/Endoscopy Nurse
12. Quiz 2: Nursing Specialties: Infection Control, Occupational Health and Gastroenterology/Endoscopy
13. Special Project*
14. Test
15. Course Project - Part 4: A Case Study*
16. Glossary and Credits

Nursing

Unit 5: Nursing Career Alternatives

Assignments

1. Flight Nurse
2. Project: Help! Rating Air Ambulance Service Providers
3. Forensic Nurse
4. Project: Elder Abuse PSA
5. Travel Nurse
6. Quiz 1: Nursing Career Alternatives: Flight Nurse, Forensic Nurse and Travel Nurse
7. Holistic Nurse
8. Project: Researching the History of Nursing
9. Nurse Researcher
10. Finding the Right Nursing Career
11. Project: Finding the Right Nursing Career
12. Quiz 2: Nursing Career Alternatives: Holistic Nurse, Research Nurse, and Finding the Right Career in Nursing
13. Special Project*
14. Test
15. Course Project - Part 5: Organizing Your Presentation*
16. Glossary and Credits

Nursing

Unit 6: Course Project, Review, and Exam

Assignments

1. Course Project - Part 6: Your Final Presentation*
2. Course Review
3. Exam

(*) Indicates alternative assignment

Human Services

Introduction to Consumer Services

In this introductory Consumer Services course, students will analyze various career paths in terms of employment opportunities. Educational requirements, including applicable hard and soft skills, certifications, and licensures for different pathways, will be discussed. Developing research, analytical, and presentations skills will be key components.

This course is designed as an overview to prepare students for a consumer services–related career and to introduce them to specialty areas. Emphasis is placed on the human services aspect (vs. corporate concerns) of consumer services, as well as Biblical principles and standards. Social issues and advocacy, as well as ethics and legalities, are a recurring theme. Students will gain knowledge of current issues affecting various consumer services professions and of the impact of local, state, national, and global issues on consumer services.

Objectives

- Analyze careers in the consumer services industry in terms of employment opportunities, salary levels, education requirements, necessary skills, certification requirements, entrepreneurial opportunities, and employment outlook.
- Understand the importance of exhibiting ethical behavior and encourage coworkers to comply with ethical and legal responsibilities in the workplace.
- Identify common safety concerns in an organization and describe ways to promote safety in the workplace.
- Demonstrate active listening techniques to interpret information and ensure the clarity of the information.
- Understand the role and importance of consumer advocacy groups at national, state, and local levels.
- Define the roles of credit counselors and risk management specialists.
- Describe and evaluate design careers, writing careers, and related communications-based careers in translation and interpretation.
- Define the role of writers and editors in consumer services.
- Demonstrate an ability to clearly articulate the organization's policies, rules, and procedures.
- Describe the role of a public relations director and evaluate public relations careers within consumer services.
- Evaluate sales and related marketing careers in consumer services.

Students should be computer literate at an intermediate level and have Internet access. Students should have basic research skills, as well as the ability to conduct online searches and access recommended Web sites. Basic math skills at the Algebra I level (arithmetic, ratios, graphing) are required. Intermediate-level proficiency with word processing, spreadsheet, and presentation software is highly encouraged, as is access to these programs for use in producing projects.

Introduction to Consumer Services

Unit 1: Introduction to Consumer Services

Assignments

1. Course Overview
2. What Are Consumer Services?
3. Customer Service and Consumer Advocacy
4. Project: Personal Skills Evaluation
5. Presenting the Professional Identity
6. Project: Building a Portfolio
7. Quiz 1: Introduction and Basic Competencies
8. Organizational Structure
9. Safety Within the Organization
10. Project: Drafting a Safety Policy
11. External Influences on Consumer Services
12. Project: Interview-based Article on Sustainability
13. Quiz 2: Organizational Structure
14. Special Project*
15. Test
16. Course Project Part 1: Building an Org Chart*
17. Glossary and Credits

Introduction to Consumer Services

Unit 2: Customer Service and Consumer Advocacy

Assignments

1. What is Customer Service?
2. Conflict-resolution Strategies
3. Project: Constructing a Customer Service Encounter Log
4. Working with Databases
5. Project: Constructing a Database
6. Quiz 1: The Customer Service Representative
7. What is Consumer Advocacy?
8. Consumer Advocacy at Various Levels
9. Project: Consumer Protection
10. The Role of Policymakers
11. Project: A Plan for Advocacy
12. Quiz 2: Consumer Advocacy
13. Special Project*
14. Test
15. Course Project Part 2: Serving the Client*
16. Glossary and Credits

Introduction to Consumer Services

Unit 3: Counseling, Advisement, Education

Assignments

1. Financial Counseling
2. Developing a Financial Plan
3. Project: Building a Financial Plan
4. Spending Patterns and Budgeting
5. Project: Building a Budget
6. Quiz 1: Financial Counseling Roles
7. Credit Counseling and Risk Management
8. Applying for Credit and Credit Scoring
9. Project: Evaluating Credit Offers
10. Risk Management in Financial Planning
11. Project: Building an Estate Plan
12. Quiz 2: Credit Counseling and Risk Management
13. Special Project*
14. Test
15. Course Project Part 3: Our Town's Children Programs*
16. Glossary and Credits

Introduction to Consumer Services

Unit 4: Creativity

Assignments

1. Creative Consumer Services – Design
2. Fashion and Costume Design
3. Project: Design Influences
4. Trademarks, Patents, and Copyrights
5. Project: Protecting Your Original Work
6. Quiz 1: The Designer
7. Writing and Editing
8. Translation and Interpretation
9. Project: Hiring a Language Services Professional
10. Reading Strategies
11. Project: Reading to Write
12. Quiz 2: Writing and Interpretation
13. Special Project*
14. Test
15. Course Project Part 4: Building a Brand*
16. Glossary and Credits

Introduction to Consumer Services

Unit 5: Management, Sales, Public Relations

Assignments

1. Management Careers
2. Strategic Analysis
3. Project: Conducting a SWOT analysis
4. Working with Employees
5. Project: Developing a Training Presentation
6. Quiz 1: Management
7. Sales, Marketing, and Public Relations
8. The Importance of Public Image
9. Project: Writing a Media Release
10. Marketing and Selling a Product
11. Project: Writing a Marketing Plan
12. Quiz 2: Sales and Public Relations
13. Special Project*
14. Test
15. Course Project Part 5: Growing a Sustainable Organization*
16. Glossary and Credits

ICS

Unit 6: Course Review and Exam

Assignments

1. Course Project Part 6: Our Town's Children, Inc. Annual Report 20XX*
2. Review
3. Exam

(*) Indicates alternative assignment

Information Technology

Introduction to Information Technology

In this course, we introduce students to the knowledge base and technical skills that will help them to successfully compete for jobs within the Information Technology Career Cluster. Lessons are structured so that students learn and then demonstrate not only critical assessment and analytic skills, but also interpersonal skills that are valued so highly among IT employers.

We explore a range of career tracks that include network engineers, application/programming developers, and systems analysts. These career paths are described in depth, discussing typical job responsibilities, educational and licensure requirements, working conditions, and job outlooks.

Our lessons help students place the evolution of technology and job opportunities in context so that they will understand their important role in furthering its development. We believe that the most successful IT professionals combine technical know-how with leadership ability. To this end, students learn that their acquired expertise comes with the responsibility to represent themselves and the companies they work for within the highest legal and ethical standards.

Objectives

- Identify the basic components and structure of a computer system and its use within a networking/communications environment.
- Design and implement a basic network while being introduced to multiple types of network systems.
- Apply both ethical and industry standard security policies to networks.
- Discuss the history and development and use of the Internet in business and society.
- Explain the development of human-centered technology interaction.
- Apply mobile computing technology capabilities to learning and business.
- Identify the variety of operating systems found on desktops, laptops, and mobile devices.
- Understand mobile application architecture, deployment, and marketing.
- Determine best practice application skills for the variety of information technology systems available to implement.
- Plan, develop, and implement an information system.
- Maximize use of the Internet within the home and business.
- Identify the structure of wireless communication networks and the mechanisms behind its functionality.
- Identify and develop protocols for use of the Internet within business.
- Identify and develop information system libraries and repositories of information.
- Develop an understanding of the logic behind object-oriented programming.
- Identify the multiple programming languages for use in mobile/Internet application development.
- Plan, develop, and implement a mobile/Internet application.

Intro. to Information to Technology

Unit 1: Hardware and Communications Technology Introduction

Assignments

1. Course Overview
2. Computer Systems and Networks
3. Network Ethics and Security
4. Project: Benefit Analysis Study: Small Business Expansion
5. Information Storage
6. Project: Correspondence Between Stringer and Newspaper Editor: Media Preview
7. Quiz 1: Computer Systems and Networks
8. Internet in Business and Society
9. Human-Centered Technology
10. Project: Biometrics Report
11. Mobile Computing
12. Project: Geocache Treasure Hunt
13. Quiz 2: Internet in Business and Society
14. Special Project*
15. Unit 1 Test
16. Course Project Part 1: Capstone Project*
17. Glossary and Credits

Intro. to Information to Technology

Unit 2: Operating Systems, System Software, Mobile Applications

Assignments

1. Computer, Server, and Mobile Operating Systems
2. Project: Similarities/Differences Chart: School Operating Systems
3. Operating Systems vs. System Software
4. Battle of the Operating Systems
5. Project: PowerPoint Presentation: Smart Phone Preference Survey
6. Quiz 1: Operating Systems and System Software
7. Mobile Application Development and Implementation
8. Project: Mobile App Development
9. Applications vs. Software
10. The Mobile Application Business
11. Project: Market Research Comparison/Contrast Matrix – Free Mobile App
12. Quiz 2: Mobile Application Development
13. Special Project*
14. Unit 2 Test
15. Course Project Part 2: Capstone Project*
16. Glossary and Credits

Intro. to Information to Technology

Unit 3: Introduction to Information Systems

Assignments

1. What is an Information System?
2. Project: Building a Local GIS
3. Types of Information Systems
4. Jobs in Information Systems
5. Project: Career Day Presentation
6. Quiz 1: Introduction to Information Systems
7. Planning Information Systems
8. Project: Strategic Report
9. Developing Information Systems
10. Implementing Information Systems
11. Project: On the Job: System Developer
12. Quiz 2: Developing and Implementing Information Systems
13. Special Project*
14. Unit 3 Test
15. Course Project Part 3: Capstone Project*
16. Glossary and Credits

Intro. to Information to Technology

Unit 4: Internet Utilization and Information Literacy

Assignments

1. Internet Use in Home and Business
2. Project: School Internet Policies Report
3. Security on the Internet
4. Project: Comparison Shopping Report
5. Cloud Computing
6. Quiz 1: Internet Use in Home and Business
7. Internet Best Practices and Protocols
8. Project: Search Strategy and Intelligent Agent
9. Information Library Systems
10. Jobs in Information Literacy
11. Project: Digital Library Research
12. Quiz 2: Internet Best Practices and Protocols
13. Special Project*
14. Unit 4 Test
15. Course Project Part 4: Capstone Project*
16. Glossary and Credits

Intro. to Information to Technology

Unit 5: Mobile Application Programming and Productivity

Assignments

1. Mobile Application Construction
2. Project: Flowcharts for Free-to-Play and Pay-to-Play Versions of a Travel Game App
3. Mobile Application Programming
4. The Business of Mobile Application Development
5. Project: Compare/Contrast Report: Contract Versus Salaried Mobile App Development Jobs
6. Quiz 1: Mobile Application Construction and Programming
7. Mobile Application Development Project Management
8. Project: Compare/Contrast Report: Five Mobile Operating Platforms
9. Tools of the Trade
10. Outsourcing vs. In-House Development
11. Project: Design a Work-Around; Role-Playing Panel
12. Quiz 2: Mobile Application Development
13. Special Project*
14. Unit 5 Test
15. Course Project Part 5: Capstone Project*
16. Glossary and Credits

IIT

Unit 6: Course Project, Review, and Exam

Assignments

1. Course Project Part 6: Capstone Project*
2. Review
3. Exam

(*) Indicates alternative assignment

Fundamentals of Computer Systems

The Computer Fundamentals course will provide students with an understanding of computers and how they operate as well as a basic understanding of how to manage and maintain computers and computer systems. These skills will provide students with the ability to configure computers and solve computer problems.

Students will learn details about the different elements of computers and computer systems. They will learn to identify hardware devices and their functions. They will be instructed on the role of operating systems as well as how to install and customize the Windows operating system. Students will learn about networking and the Internet. They will also be introduced to security issues in order to protect themselves and their computers and data.

Students will also learn about some of the software applications typically used on computers today, such as Microsoft Office. In addition, students will learn specifics about maintaining and troubleshooting computers, including managing files, backing up systems, and using the administrative tools in the Windows operating system. Lastly, the students will learn the basics of customer service and working as a help desk support technician.

Objectives

- After completing this course the student will understand computers and their functions, as well as develop basic customer service skills, and be able to effectively meet customer needs.
- Students will be able to implement problem-solving techniques to understand the nature of computer problems. They will also understand hardware components, software, and the Internet, so they are able to develop, maintain, and update computer systems.
- After this course, students also will be able to use the Internet to update computer systems and complete other IT service-related tasks. They will be able to install, configure, or modify software and operating systems to ensure optimal system function.
- Students will be able to perform computer backup procedures to protect information. They also will be able to recognize potential security threats and understand the procedures for maintaining security.
- After this course students will be able to provide IT support and training for computers and networks.

For topics in this course, it is helpful for students to be familiar with the basics of using desktop or laptop computers as well as accessing Web sites over the Internet.

If students are not familiar with these topics, it is recommended, though not required, that they familiarize themselves with the operating system and Web browser they will be using for this course. This includes turning on a computer and logging into an account, if necessary, exploring the different types of software available, navigating through some of the operating system menus to understand the available tools, and doing a basic search on the Internet.

Fundamentals of Computer Systems

Unit 1: Computer Hardware and Operating Systems

Assignments

1. Course Overview
2. The Motherboard and the CPU
3. Storage Systems and Memory
4. Project: Semiconductor Chips
5. Graphic Devices and Peripherals
6. Project: Building a Computer
7. Quiz 1: Computer Hardware
8. Operating Systems Basics
9. Project: Testing Operating Systems
10. The Boot Sequence–Command Prompt and BIOS
11. Installation, Upgrades, and Maintenance of Operating Systems
12. Project: Installing an Operating System
13. Quiz 2: The Operating System
14. Special Project*
15. Unit 1 Test
16. Course Project Part 1: Operating System*
17. Glossary and Credits

Fundamentals of Computer Systems

Unit 2: Configuring the Computer

Assignments

1. Windows Desktop, Start Menu, and Task Bar, Including Windows Task Manager
2. The Control Panel
3. Project: Help Desk Solutions
4. Windows Accessories and Built-in Applications
5. Project: Scavenger Hunt
6. Quiz 1: Windows 101
7. Basic Networking Concepts
8. Connecting to a Network or Domain
9. Project: Setting Up an Internal Network
10. Troubleshooting Internet Connectivity
11. Project: Creating a Strategy Using Available Resources
12. Quiz 2: Networking
13. Special Project*
14. Unit 2 Test
15. Course Project Part 2: Networking*
16. Glossary and Credits

Fundamentals of Computer Systems

Unit 3: Computer Programs

Assignments

1. Internet Uses and Abilities
2. Project: Researching the History of the Internet
3. Comparing Internet Browsers
4. Configuring Internet Options
5. Project: Determining Browser Controls
6. Quiz 1: The Internet
7. Microsoft Word
8. Project: Support Tech
9. Microsoft Excel
10. Project: Developing a Spreadsheet
11. Microsoft PowerPoint/Outlook
12. Quiz 2: Microsoft Office
13. Special Project*
14. Unit 3 Test
15. Course Project Part 3: Microsoft Office*
16. Glossary and Credits

Fundamentals of Computer Systems

Unit 4: Protecting Yourself, the Computer, and Your Data

Assignments

1. Staying Safe on the Web
2. Project: Be Secure
3. Security Threats to Your Computer
4. Security Threat Removal Tools
5. Project: Putting Your Computer Skills to the Test
6. Quiz 1: Virus Protection
7. Managing Your File System
8. Backing Up Your Computer
9. Project: Creating a Data Security Plan
10. Using the Cloud
11. Project: Using Cloud Computing Services
12. Quiz 2: Data Protection
13. Special Project*
14. Unit 4 Test
15. Course Project Part 4: Security*
16. Glossary and Credits

Fundamentals of Computer Systems

Unit 5: Troubleshooting

Assignments

1. The Computer Management Console
2. Built-in Tools from Windows – Troubleshooting, Help and Support, Remote Assistance
3. Project: Troubleshooting Computers
4. Using the Internet as a Resource
5. Project: Researching Computer Issues and Solutions
6. Quiz 1: Troubleshooting Tools and Resources
7. Preventive Maintenance
8. Project: Preventive Maintenance
9. Computers and the Environment
10. Supporting the Computer User
11. Project: Providing Good Customer Service
12. Quiz 2: The Role of the Help Desk
13. Special Project*
14. Unit 5 Test
15. Course Project Part 5: Preventive Maintenance*
16. Glossary and Credits

FCS

Unit 6: Course Review and Exam

Assignments

1. Course Project Part 6: Help Desk Policies and Procedures*
2. Review
3. Exam

(*) Indicates alternative assignment

Fundamentals of Digital Media

This course gives an overview of the different types of digital media and how they are used in the world today. Students examine the impact that digital media has on culture and lifestyle. The course reviews the basic concepts for creating effective digital media and introduces a number of different career paths that relate to digital media.

Students will examine some tools used to create digital media and discuss best practices in the creating of digital media. This includes an overview of the process used to create new media pieces as well as the basics concepts of project management.

In the course, students will examine the use of social media, digital media in advertising, digital media on the World Wide Web, digital media in business, gaming and simulations, e-commerce, and digital music and movies. Students will review ethics and laws that impact digital media use or creation.

Objectives

- Discuss different types of digital media.
- Explain the value of using online video and audio for business.
- Discuss careers in digital media.
- Compare and contrast digital media and traditional forms of media.
- Discuss living in a digital society and the changes resulting from it.
- Discuss project management as a career.
- Describe the evolution of social media.
- Discuss ethics and social media.
- Identify some challenges that the gaming industry will face in the future.
- Compare the different types of computer languages.
- Determine the role digital media plays in globalization.
- Explain the limitations of doing business on the web.
- Describe some different laws that relate to digital media.
- Explain the cannons of journalism.
- Describe some expected changes in social media and advertising.
- Determine what type of schooling is necessary for their chosen career.

Student should have a basic understanding of computers and the Internet.

Fundamentals of Digital Media

Unit 1: Introduction to Digital and Online Media Types

Assignments

1. Course Overview
2. Digital Camera Basics
3. Digital Cameras vs. Mobile Cameras
4. Project: What Do People Really Know About Digital Media?
5. The Rise of Digital Libraries
6. Project: Jobs in Digital Media
7 Quiz 1: Digital Media
8. Digital Media in Business and Society
9. Storing and Sharing Online Media
10. Project: Digital Media and Business
11. Best Practices for Digital Media
12. Project: Analyze and Evaluate: Digital Media
13. Quiz 2: Digital Media in Our World
14. Special Project*
15. Unit 1 Test
16. Course Project Part 1: Digital Media Cuts Paper Use*
17. Glossary and Credits

Fundamentals of Digital Media

Unit 2: Digital Media: Effectiveness and Production

Assignments

1. Traditional Media vs. Digital Media
2. The Rise of a Digital Society
3. Project: Research and Write: Is the Internet a Bad Influence on Young People?
4. Digital Citizenship
5. Project: A Digital Life
6. Quiz 1: Effectiveness of Digital Media
7. Digital Media Production
8. Tools for Media Production: Web and Interactive Digital Media
9. Project: Analyze and Evaluate: Web Sites
10. Media Production: Audio and Video
11. Project: Working in the Field
12. Quiz 2: Digital Media Production
13. Special Project*
14. Unit 2 Test
15. Course Project Part 2: E-waste*
16. Glossary and Credits

Fundamentals of Digital Media

Unit 3: Project Management and Social Media

Assignments

1. Project Management: Project Planning
2. Project: Pet Grooming Web Site
3. Project Management: Project Monitoring
4. Project: Problem Solving
5. Project Management: Project Termination
6. Quiz 1: Project Management
7. Social Media Defined
8. Uses of Social Media
9. Project: Research and Learn: Social Media and Problem Solving
10. Staying Safe When Using Social Media Sites
11. Project: Current Event: Cyber Bullying
12. Quiz 2: Social Media
13. Special Project*
14. Unit 3 Test
15. Course Project Part 3: Social Media and Environmental Activism*
16. Glossary and Credits

Fundamentals of Digital Media

Unit 4: Gaming, Simulations, Web Sites, and Apps

Assignments

1. Video Games and the Video Game Industry
2. Project: The Game Designer's Presentation
3. Simulations and Modeling
4. Creating Video Games and Simulations
5. Project: New Games 101
6. Quiz 1: Gaming and Simulations
7. Creating Web Sites
8. Project: Research and Learn: Practice your HTML Development Skills
9. Web Pages: Beyond the Basics
10. Web Pages and E-commerce
11. Project: Designing an E-commerce Site
12. Quiz 2: Web Sites and Apps
13. Special Project*
14. Unit 4 Test
15. Course Project Part 4: Environmental Gaming*
16. Glossary and Credits

Fundamentals of Digital Media	Unit 5: Trends in Digital and Online Media	
	Assignments	
	1. Best Practices of Digital Advertisement and Promotion	9. Project: In the Future, What Will Digital Media Look Like for You?
	2. Project: Going Global	10. Finding a Career that is Right for You
	3. Digital Media in Advertising	11. Project: Find Your Dream Job and Figure Out How to Land It
	4. Law and Digital Media	12. Quiz 2: The Future of Digital Media
	5. Project: Research and Learn: Law and Digital Media	13. Special Project*
	6. Quiz 1: Digital Business	14. Unit 5 Test
	7. Digital Audio and Video	15. Course Project Part 5: Powering a Digital World*
	8. The Future of Digital Media	16. Glossary and Credits

FDM	Unit 6: Course Project, Review, and Exam	
	Assignments	
	1. Course Project Part 6: Digital media and Sustainability*	2. Review
		3. Exam

(*) Indicates alternative assignment

Fundamentals of Programming and Software Development

This course will provide students with an understanding of basic software development concepts and practices, issues affecting the software industry, careers within the software industry, and the skills necessary to perform well in these occupations.

Students will learn details about core concepts in programming using Java, including writing and debugging code, proper syntax, flow of control, order of operations, comparison operators, and program logic tools and models. They will learn the function of key program techniques including if statements, looping, and arrays. They will also learn about web development using HTML and drag-and-drop development of user interfaces in an Integrated Development environment.

Students will also learn about the Software Development Life Cycle and the different variations used to create software. They will learn about different programming languages and paradigms. They will learn about the importance of usability and user-centered design processes. Students will also learn about careers in the software industry, the education and skills required to work in the industry, and related career resources. Finally, the capstone project will allow students to explore and state opinions on key issues and trends impacting the software industry, and to learn about the experience of working in the industry.

Objectives

- Understand the relationship between computer hardware and software.
- Describe the purpose and high-level organization of the central processing unit.
- Understand categories of software and be able to properly assign software products into the correct category.
- Describe the key functions of systems software.
- Describe the functionality of popular software applications (e.g., word processing, database management, spreadsheet development).
- Understand the function and operation of compilers and interpreters.

For topics in this course, it is helpful for students to be familiar with the basics of using desktop and laptop computers as well as accessing websites over the Internet.

If students are unfamiliar with these topics, it is recommended, though not required, that they familiarize themselves with creating and saving files in a text editing or word processing application and with using web browsers and conducting searches on the Internet.

Additionally, activities in this course require that the Java Software Development Kit (SDK) and the NetBeans Integrated Development Environment (IDE) is installed on students' computers. Instructions are included in the Unit 1 lesson titled "Introduction to Java Programming."

Fundamentals of Programming and Software Development

Unit 1: Introduction to Computers

Assignments

1. Course Overview
2. Computer History
3. Project: Computer Generations
4. Introduction to Computer Hardware
5. Project: Understanding Hardware
6. Introduction to Computer Software
7. Quiz 1: Perspective and Foundations
8. Design and Function of the Central Processing Unit
9. Introduction to Java Programming
10. Project: Writing Your First Java Program
11. Java Syntax Overview
12. Project: Hello World! Documentation
13. Quiz 2: How Computers and Programs Think
14. Special Project*
15. Unit 1 Test
16. Course Project Part 1: The Impact of GUI Computing*
17. Glossary and Credits

Fundamentals of Programming and Software Development

Unit 2: Programming Languages

Assignments

1. Introduction to Java Variables
2. Project: Using Variables in Java
3. Java Math Operations
4. Project: Using Mathematical and Comparison Operators in Java
5. Operators and Escape Sequences
6. Quiz 1: Processing Data
7. New Data Types and the If Statement
8. Project: Using If and If-Else Statements and Reading User Input
9. Switch and Case
10. Project: Using Switch-Case and Nested If Statements
11. User-Defined Methods
12. Quiz 2: Branching and Methods
13. Special Project*
14. Unit 2 Test
15. Course Project Part 2: Ethics in Programming*
16. Glossary and Credits

Fundamentals of Programming and Software Development

Unit 3: Introduction to Programming

Assignments

1. Introduction to the for Loop
2. Project: Grading on a Loop
3. Loops–Practice with the Do-While Loop
4. Loops–Practice with the While Loop
5. Project: Using Loops in a Guessing Game
6. Quiz 1: Loops–Power and Simplicity
7. Arrays–Syntax and Use
8. Arrays–Passing by Reference
9. Project: Professional Associations Research
10. Parallel and Multidimensional Arrays
11. Project: The Logic of Multidimensional Arrays
12. Quiz 2: Managing Complex Data
13. Special Project*
14. Unit 3 Test
15. Course Project Part 3: The Life of a Software or Web Developer*
16. Glossary and Credits

Fundamentals of Programming and Software Development

Unit 4: Control Blocks

Assignments

1. Classes and Objects
2. Project: The Importance of Usability
3. Constructors and Packages
4. Project: Creating Packages
5. Flowcharts Mapping
6. Quiz 1: Program Components and Logic
7. HTML Basics
8. Project: A Web Page Essay About the Web
9. HTML Images, Links, and Web Development Tools
10. Project: Your Favorite Recipe – On a Web Page
11. Event-Driven Programming and Visual Basic
12. Quiz 2: Interactive and Graphical Programming
13. Special Project*
14. Unit 4 Test
15. Course Project Part 4: Open-Source Programming*
16. Glossary and Credits

Fundamentals of Programming and Software Development

Unit 5: GUI Programming and Web Applications

Assignments

1. Software Development Life Cycle
2. Project: Planning a Software Development Project
3. Programming Languages
4. User-Centered Software Design
5. Project: User-Testing a Product Prototype
6. Quiz 1: Creating Software Products
7. Skills and Interests for Software Careers
8. Project: Taking Stock
9. Software Industry Careers
10. Project: Planning Your Computer Science Degree Program
11. New Trends and Technologies
12. Quiz 2: Preparing for a Career in Software Development
13. Special Project*
14. Unit 5 Test
15. Course Project Part 5: Impacts of Future Technologies*
16. Glossary and Credits

FPSD

Unit 6: Course Project, Review, and Exam

Assignments

1. Course Project Part 6: Issues and Experiences in the World of Software Development*
2. Review
3. Exam

(*) Indicates alternative assignment

Introduction to Information Technology Support and Services

This course focuses on real-world application including common industry best practices and specific vendors that offer tools for technicians, project managers, and IT leadership. Emphasis should be made that the purpose of the IT department of an enterprise is to support the overall mission of the company, and it is not simply a standalone component of the company's infrastructure. Students will continue to apply their knowledge of hardware and software components associated with IT systems while exploring a variety of careers related to IT support and services. Students will analyze technical support needs to perform customer service, perform configuration management activities, and evaluate application software packages and emerging software. Students will demonstrate and apply knowledge of IT analysis and design by initiating a system project and evaluating applications within the IT system. Information Technology is a dynamic discipline that is continuously evolving.

Objectives

- Explore systems design and implementation.
- Investigate the implementation and maintenance of IT infrastructure.
- Review the basics of management collaboration and reporting.
- Discuss education and careers in IT and how to pursue such a career.

This is an introductory course in support and services providing information technology services and management. There are no requirements other than a basic familiarity with personal computers and the Internet. Students should be able to access the web and to use it to retrieve information and create accounts on free services.

Intro. to Information Technology Support and Services

Unit 1: System Design and Implementation

Assignments

1. Course Overview
2. Supporting the Business Workflow Model
3. Project: Understanding Software Development Models
4. Operating Systems, Hardware, and Software Selection
5. Project: Building a Mind Map
6. Implementation and End-User Training
7. Project: Preparing a Support Plan
8. Quiz 1: On-Premise Systems
9. Public Clouds
10. Project: Moving to the Cloud
11. Private Clouds
12. Hybrid Clouds
13. Project: Companies in the Hybrid Cloud
14. Quiz 2: Cloud-Based Systems
15. Special Project*
16. Unit 1 Test
17. Course Project Part 1: Creating an IT Service and Support Project from Scratch*
18. Glossary and Credits

Intro. to Information Technology Support and Services

Unit 2: System Maintenance

Assignments

1. Anti-malware
2. Patch Management
3. Project: Patch Management Project
4. Network Vulnerabilities
5. Project: Hackers
6. Quiz 1: Security
7. Hardware and Software Redundancy-1
8. Hardware and Software Redundancy-2
9. Project: Disaster!
10. Hardware and Software Redundancy-3
11. Project: Selecting Storage Area Networking Products
12. Quiz 2: Disaster Recovery
13. Special Project*
14. Unit 2 Test
15. Course Project Part 2: Specifying Software*
16. Glossary and Credits

Intro. to Information Technology Support

Unit 3: End-User Support

Assignments

1. Types of Help Desk Systems and Support
2. Project: Training for a Service Desk
3. Resolution Methodologies for Help Desks
4. Project: Branding and Customer Service
10. Building a Knowledge Base
11. Project: Creating a Knowledge Management Site
12. Quiz 2: Ticketing System / Knowledge Base
13. Special Project*

	5. Customer Service	14. Unit 3 Test
	6. Quiz 1: Helpdesk	15. Course Project 3: How, How Much, and When?*
	7. Ticketing Systems	16. Glossary and Credits
	8. Protocols and Procedures	
	9. Project: From Plato to Technical Support, a Paper on Problem Solving in History	

Intro. to Information Technology Support and Services	**Unit 4: Management Collaboration and Reporting**	
	Assignments	
	1. Working with the Management Team	10. Project Management Applications
	2. Project: Role-playing Senior Management Meeting	11. Project: Creating a Project in Open Project
	3. Departmental Reporting	12. Quiz 2: Leading Technology Projects
	4. Project: Role-playing with Departmental Reports	13. Special Project*
	5. Emerging Technologies	14. Unit 4 Test
	6. Quiz 1: Management Collaboration and Reporting	15. Course Project Part 4: Management Collaboration and Reporting*
	7. Creating and Managing an IT Project	
	8. Project: Create a Feasibility Study	16. Glossary and Credits
	9. Managing IT Projects	

Intro. to Information Technology Support and Services	**Unit 5: Continuing Education and Career Opportunities**	
	Assignments	
	1. Pursuing Technical Education	9. Off-Premise (Outsource) IT Support
	2. Technical Education Degree Programs	10. Consultant/Educator
	3. Project: Take a Free Course in Computing	11. Project: Imagining a Consulting Practice
	4. On-the-Job Training	12. Quiz 2: Emerging Trends
	5. Project: Developing a Personal Syllabus	13. Special Project*
	6. Quiz 1: Continuing Education	14. Unit 5 Test
	7. On-Premise (Insource) IT Support	15. Course Project Part 5: Presenting your plan*
	8. Project: Understanding Job Requirements and Certifications	16. Glossary and Credits

IITSS	**Unit 6: Course Review, and Exam**	
	Assignments	
	1. Course Project Part 6: Describing What You Learned*	2. Review
		3. Exam

(*) Indicates alternative assignment

Introduction to Network Systems

How can we automate the transfer of information from one computer to another? To answer that question, this course introduces students to the fundamental technology and concepts that make networking systems possible. The question itself is a very practical one and the concepts taught are more concerned with practices and processes rather than theoretical generalities.

The most important concept introduced is that of the OSI reference model and its bottom four layers, which are most directly concerned with networking instead of computing. Each networking layer is explored in a three-lesson chapter. By the end of the course, every student should be comfortable reading a sentence that says something like, “X is a protocol working at the third layer.”

The course also explores a good deal of technology, specifically the software and hardware supporting LANs, WANs, and Wi-Fi networks. Particularly important are the protocols in the TCP/IP stack that are used to communicate across a network, but the students are also introduced to the hardware, including hubs, switches, bridges, routers, and transmission media. The student is expected to learn that a network is not some mysterious idea out there in cyberspace. It is a mechanism that is fully dependent on its parts working properly.

Once the students understand the fundamentals of the layers and network hardware, they can be introduced to questions of security, network management, and network operating systems. In particular, they should understand the role of the server. They have already encountered many examples of client-server relationships, and the material later in the course should introduce them to the many roles that a server can play as a part of a network.

Objectives

- State the purpose of a computer network, and explain the role of network hardware in achieving that purpose;
- List at least four protocols from the TCP/IP stack and explain how each contributes to data transmission;
- Explain the technical differences between a LAN and a WAN;
- Explain the importance of technical standards in networks;
- List all seven layers of the OSI reference model and explain what each of the bottom four layers contributes to a network;
- Compare and contrast the Windows Server and Linux operating systems.

Students who are unfamiliar with computers and/or the Internet are likely to be at a disadvantage in this course. There are, however, no theoretical concepts required or expected for students entering the course.

Intro. to Network Systems

Unit 1: Networking Fundamentals

Assignments

1. Course Overview
2. Networking Concepts
3. Project: Report: Technology Devices
4. Network Devices and Components
5. Network Topologies
6. Project: Hardware Awareness
7. Quiz 1: Computer Networks
8. The OSI Reference Model
9. The TCP/IP Networking Model
10. Project: Slide Show: Networking Layers
11. Data Encapsulation
12. Project: Slide Show: Data Encapsulation
13. Quiz 2: OSI and TCP/IP Networking Models
14. Special Project*
15. Test
16. Course Project Part 1: Uses of a Small Business Network*
17. Glossary and Credits

Intro. to Network Systems

Unit 2: Network Access Concepts

Assignments

1. Physical Layer: Transmission Media, Properties, and Components
2. Project: The Physical Layer
3. Fundamentals of Electrical Circuits: Signaling and
8. Components of the Data-link Layer
9. Project: FAQ: A Data-Link Sublayer
10. Data-link Layer Devices
11. Project: Video: Data-Link Hardware

	Circuit Configuration	12. Quiz 2: Data Link Layer Networking Concepts
	4. Network Security at the Physical Layer	13. Special Project*
	5. Project: Under Attack	14. Test
	6. Quiz 1: Physical Layer Networking Concepts	15. Course Project Part 2: Physical Standards*
	7. The Data-Link Layer	16. Glossary and Credits

Intro. to Network Systems	**Unit 3: Local Area Networks**	
	Assignments	
	1. LAN Fundamentals	10. Transport Layer Protocols
	2. Project: Proposal: Classroom LAN	11. Project: Slide Show: Sending/Receiving a Communication
	3. Ethernet LANs	
	4. Wireless LANs	12. Quiz 2: Network, Transport, and Application Layers
	5. Project: Video: Value of Hotspots	13. Special Project*
	6. Quiz 1: LAN Components and Technologies	14. Test
	7. Network Addressing	15. Course Project Part 3: Internet Connection*
	8. Project: Table: IP Addresses	16. Glossary and Credits
	9. Network Routing and Protocols	

Intro. to Network Systems	**Unit 4: Wide Area Networks and Securing the Network**	
	Assignments	
	1. WAN Fundamentals	9. Network Threats and Mitigation
	2. Project: FAQ: WAN Connections	10. Project: Policy: Password Policy
	3. WAN Technologies and Protocols	11. Physical and Hardware Security
	4. WAN Transmission Media	12. Quiz 2: Network Security
	5. Project: Slideshow: Fiber Optics	13. Special Project*
	6. Quiz 1: Wide Area Networks	14. Test
	7. Authentication and Access Controls	15. Course Project Part 4: Security*
	8. Project: FAQ: Public Key Infrastructure (PKI)	16. Glossary and Credits

Intro. to Network Systems	**Unit 5: Managing the Network**	
	Assignments	
	1. Managing and Monitoring the Network	10. The Linux Operating System
	2. Project: Slide Show: Management	11. Project: Report: Network Wish List
	3. Network Troubleshooting	12. Quiz 2: Network Operating Systems
	4. Project: FAQ: Utilities	13. Special Project*
	5. Software and Hardware Troubleshooting Tools	14. Test
	6. Quiz 1: Network Management and Troubleshooting	15 Course Project Part 5: Servers and Operating System*
	7. The Server in a Network	
	8. Project: Diagram: Web Email Service	16. Glossary and Credits
	9. Networking with Windows	

INS	**Unit 6: Course Review, and Exam**	
	Assignments	
	1. Course Project Part 6: Slide show: Introducing Your Network*	2. Review
		3. Exam

(*) Indicates alternative assignment

Network System Design

The Network System Design course will provide students with an understanding of computer networks and how they operate, as well as a basic understanding of how to manage and maintain computer networks. These skills will provide students with the ability to design, configure, and troubleshoot networks of all sizes.

Students will learn the basics of network design, including how to identify network requirements and determine the proper network architecture. They will be instructed on the requirements of network models, as well as be introduced to local area networks. Students will also learn about Internet Protocol and the basics of routing data on a network.

Students will be introduced to wide area networks and network security issues. In addition, students will learn about network management, including monitoring and troubleshooting. Last, students will learn about network operating systems and their role in connecting computers and facilitating communications.

Objectives

- Understand computer networks and their functions, as well as know how to analyze business and technical goals of a network to effectively meet customer needs.
- Identify requirements to successfully support network users, applications, and devices. They will also understand network architecture and topology, protocols, and services of local and wide area networks.
- Identify principles and operation of equipment like wire and circuits, as well as of standards such as open system interconnection, TCP/IP, and high-speed networking.
- Demonstrate knowledge of security requirements and data protection on a network, as well as the role of security tools such as routers, firewalls, and virtual private networks.
- Understand network operating systems and be able to support computer networks.

For topics in this course, it is helpful for students to be familiar with the basics of computer hardware (desktop and laptop), as well as desktop operating systems.

If students are not familiar with these topics, it is recommended, though not required, that they be introduced to computer hardware and desktop or workstation operating systems before starting this course. That includes examining hardware devices such as motherboards, hard drives, and processing chips and exploring the features and functions of a workstation operating system.

Network System Design

Unit 1: Introduction to Network Design

Assignments

1. Course Overview
2. Customer Needs and Goals
3. Project: Designing a Business Network
4. Network Design: Network Infrastructure
5. Network Design: Physical and Functional Network Requirements
6. Project: Office Planning
7. Quiz 1: Network Requirements
8. Network Architecture Components – Physical and Functional
9. Project: Connecting Physical to Function
10. Logical Network Design – Addressing and Routing Protocols
11. Project: Exploring Higher Math
12. Network Architectural Models – Topologies and Classifications
13. Quiz 2: Network Architecture
14. Special Project*
15. Unit 1 Test
16. Course Project Part 1: Physical and Functional Requirements of a Network*
17. Glossary and Credits

Network System Design

Unit 2: Networking Models and Local Area Networks

Assignments

1. The Network Reference Models
2. Project: Port Sniffing
3. The OSI Networking Model
4. The TCP/IP Networking Model
5. Project: Researching TCP/IP
6. Quiz 1: TCP/IP and OSI Networking – The Fundamentals
7. LAN Fundamentals: Media, Topologies and Protocols
8. LAN Technologies: Ethernet
9. Project: State Your Case, Argue For Each
10. Wireless LANs and Security
11. Project: Playing With Wireless
12. Quiz 2: Local Area Networks – Topologies, Transmission Media and Technologies
13. Special Project*
14. Unit 2 Test
15. Course Project Part 2: Local Area Network*
16. Glossary and Credits

Network System Design

Unit 3: Internet Protocol (IP): Addressing and Routing

Assignments

1. Addressing Fundamentals
2. IP Address: Classful Addressing
3. Project: IP Address Ranges and Subnetting
4. Subnetting, Supernetting and Classless Addressing
5. Project: Researching Classless Inter-Domain Routing
6. Quiz 1: IP Addressing
7. Routing Basics
8. IP Routing Protocols: Distance Vector Routing
9. Project: Routing Tables
10. IP Routing Protocols: Link State Routing
11. Project: Router Security
12. Quiz 2: IP Routing
13. Special Project*
14. Unit 3 Test
15. Course Project Part 3: Internet Protocol*
16. Glossary and Credits

Network System Design

Unit 4: Wide Area Networks and Network Security

Assignments

1. WAN Concepts
2. WAN Technologies
3. Project: Connecting to the Internet Backbone
4. WAN Configuration
5. Project: What Do All These Boxes Look Like?
6. Quiz 1: Wide Area Networks
7. Understanding Network Security
8. Project: Creating a Network Security Policy
9. Network Security Threats
10. Network Security Techniques
11. Project: Analyzing Network Security
12. Quiz 2: Network Security
13. Special Project*
14. Unit 4 Test
15. Course Project Part 4: Network Security*
16. Glossary and Credits

Network System Design

Unit 5: Network Management and Network Operating Systems

Assignments

1. Network Management Design
2. Project: Designing a Network Management Plan
3. Network Management Architecture
4. Network Management Tools and Protocols
5. Project: Using Network Troubleshooting Tools
6. Quiz 1: Network Management Strategies and Design
7. Network Operating Systems
8. Project: Researching Network Operating Systems
9. The Windows Server
10. The Linux Operating System
11. Project: Installing and Using Linux OS
12. Quiz 2: Network Operating Systems
13. Special Project*
14. Unit 5 Test
15. Course Project Part 5: Network Management Protocols*
16. Glossary and Credits

NSD

Unit 6: Course Review, And Exam

Assignments

1. Course Project Part 6: Network Administration*
2. Review
3. Exam

(*) Indicates alternative assignment

New Applications: Web Development in the 21st Century

New Applications introduces students to the rapidly evolving world of apps, or applications. The introduction of the Apple II in 1977 followed by the IBM PC and scores of compatible computers just four years later created strong consumer demand for software programs, as these applications were referred to at the time. Capable of formatting spreadsheets, composing and proofing hundreds of lines of text, or supporting classroom instruction, computer programs were initially sold by specialty stores, college bookstores, or through the mail.

The explosive growth of the Internet that followed at the beginning of the twenty-first century with the introduction of high-speed networking, the dynamic World Wide Web, and most recently the development of affordable smartphones and web tablets have all contributed to global, cultural, and societal change.

This course begins with a historical tour of the Internet and World Wide Web as well as the programs and applications that made it possible for computer users on every continent to begin to explore and better understand their world. Then, through a step-by-step introduction to WordPress, students gain the tools and insight necessary to create their own web pages and discover their online voice.

In addition to learning how to use WordPress and other applications that promote students' presence on the World Wide Web, this course discusses how the web has become the foremost channel for the distribution of applications that increase the functionality of the web and support a global hub of social networking and communication. Students are introduced to the evolution of networking and data-transfer capabilities beginning with early HTTP protocols continuing through to the recent introduction of smartphones capable of connecting to sites on the World Wide Web without having to rely on a browser for navigation.

The course concludes with a survey of the continuing explosion of new apps, or applications, designed to operate on one or more of the proprietary mobile devices (smartphones, tablets, and netbooks). Students are given an opportunity to track fundamental changes in this growing industry as development has moved from the original model of a single experienced programmer developing a single app for distribution at little or no cost to a model in which retailers, non-profit organizations, government agencies, and Fortune 500 companies contract with mid-sized marketing and communications firms to develop sophisticated apps designed to raise global market and public awareness of institutions and issues. Additionally, students have an opportunity to understand that career opportunities in app development have evolved from programming and coding to now include marketing, public relations, creative arts, project and product management and sales, with a growing number of careers in the industry requiring little if any actual programming experience.

New Applications is a survey course that travels from the first software programs developed to facilitate communication on the Internet to the new generation of mobile and native apps that access the Internet without a reliance on a web browser. New Applications is also a practical course in how to develop a presence on the World Wide Web using WordPress and other available web-application tools. The goal of the course is to provide the learner insight into the rapidly evolving universe of programming and application development so that he or she can make informed career decisions in an industry that is changing as quickly as it is growing.

Objectives

- Describe major advances in network and communications technology beginning with the early Internet and continuing through the introduction of web-enabled smartphones and other devices.
- Create a web presence using simple applications.
- Evaluate and select from a variety of web development tools and apps those most appropriate for their interests and needs.
- Design a current generation app for use on a smartphone or tablet.
- Evaluate the education and training qualities and experiences essential to secure a position with growth potential in the app industry

This is an introductory course in the history and development of new applications for use on web-enabled devices including personal computers, tablets, smartphones, and ultrabooks. While there are no specific prerequisites for this course, students should have a basic understanding of the Internet, the World Wide Web, browsers, file formats, hardware, and software applications. Students who have working knowledge of IP addressing, programming, the

differences among local, wide-area, and cloud-computing networks as well as the current state of mobile devices will be well prepared to complete this course.

New Applications

Unit 1: The World Wide Web: History and Definitions

Assignments

1. Course Overview
2. History of the Web in a Nutshell
3. Project: The Interconnected Internet
4. File Sizes and Resolution
5. Project: Consulting
6. What Does This Do? Hosted vs. Local Computing
7. Quiz 1: Defining the Web
8. Manual Transmission: HTML (Part One)
9. Project: Developing HTML
10. The Editor's Two Flavors: HTML (Part Two)
11. Project: On Assignment as a Web Developer
12. The Wave of the Present – WordPress
13. Quiz 2: Hosted and Non-Hosted Applications
14. Special Project*
15. Unit 1 Test
16. Course Project Part 1: The Home Page*
17. Glossary and Credits

New Applications

Unit 2: Web Site Design on Content Managed Platforms

Assignments

1. WordPress Roles
2. Project: Developing a WordPress Account
3. WordPress Themes
4. Project: Marketing to a Potential Client
5. Topography
6. Quiz 1: WordPress Components
7. Detailed Editors
8. Widgets
9. Project: Bringing It All Together
10. Third Party Add-ons
11. Project: A Comparative Study of Apps, Plugins, and Extension
12. Quiz 2: Website Elements
13. Special Project*
14. Unit 2 Test
15. Course Project Part 2: Planning the Site*
16. Glossary and Credits

New Applications

Unit 3: Managing Site Creation

Assignments

1. Assigning Roles
2. Project: Photos, Videos, and Sound Files in WordPress
3. Designing the Publication
4. Project: Creating Posts
5. Developing the Content
6. Quiz 1: Bringing It All Together
7. Publishing Deadlines
8. Project: Creating a Statement of Work
9. Approvals, Change Orders, and Last-Minute Edits
10. Self-Evaluation and Your Projects
11. Project: Baseline, Benchmark, Objective, and Goal
12. Quiz 2: Working Together
13. Special Project*
14. Unit 3 Test
15. Course Project Part 3: Under Construction*
16. Glossary and Credits

New Applications	Unit 4: Internet Distributed Applications	
	Assignments	
	1. What Are Internet Distributed Applications?	9. Project: RSS Feed Comparisons
	2. Project: What Is Cloud Computing?	10. Report on the Present
	3. Distribution of Internet Applications	11. Project: Find Your Own Trends
	4. Project: Are You Online or Offline?	12. Evaluating Products and Services
	5. The Internet Is a Revolutionary Path to Application Development	13. Quiz 2: Emerging Trends
		14. Special Project*
	6. Project: New Technology: Autos vs. Internet	15. Unit 4 Test
	7. Quiz 1: Introduction to Internet Distributed Applications	16. Course Project Part 4: Reviewing Web Applications*
	8. Strategies for Keeping Well-informed about New Trends and Developments	17. Glossary and Credits

New Applications	Unit 5: New Apps: Creativity and Careers	
	Assignments	
	1. The Mobile Apps Industry	10. Technology Advances, Careers Redefined
	2. Project: Apps Review	11. Project: Next Year's App Solution
	3. Building Apps	12. Quiz 2: Career Choices: Solo or Solid
	4. Health Considerations in Developing Apps	13. Special Project*
	5. Project: The Ergonomic App Development Office	14. Unit 5 Test
	6. Quiz 1: A New Industry	15. Course Project Part 5: The Mobile App Hall of Fame*
	7. Entrepreneurial App Development	
	8. Project: Researching Network Operating Systems	16. Glossary and Credits
	9. Expanding Career Opportunities in a New Industry	

NA	Unit 6: Course Review, and Exam	
	Assignments	
	1. Course Project Part 6: The Future of Apps Blog*	3. Exam
	2. Review	

(*) Indicates alternative assignment

Software Development Tools

This course introduces students to the variety of careers related to programming and software development. Students will gather and analyze customer software needs and requirements, learn core principles of programming, develop software specifications, and use appropriate reference tools to evaluate new and emerging software. Students will produce IT-based strategies and a project plan to solve specific problems, and define and analyze system and software requirements.

Objectives

- Understand the development of the computer.
- Be able to describe the organization of the Central Processing Unit.
- Demonstrate knowledge of widely used software applications (e.g., word processing, database management, spreadsheet development).
- Identity three levels of programming languages.
- Identity execution differences between interpreted, translated, and compiled languages.
- Describe how computers address data in memory.
- Design structures, classes, and objects that include variables and methods.
- Summarize how data is organized in software development.
- Understand the standard primitive types and operations of the java programming language.
- Define and initialize Java arrays.
- Demonstrate knowledge of the basics of structured, object-oriented language.
- Write software applications using while, do while, for, for-each loops.
- Define logic statements using if, else if, else and switch statements.
- Develop an application using conditional statements.
- Demonstrate knowledge of key constructs and commands specific to a language.
- Develop an application that responds to user input.
- Develop a web application that responds to user input.

Software Development Tools

Unit 1: Introduction to Software Development Tools

Assignments

1. Course Overview
2. Coding Standards and Conventions
3. Software Processes and Methodology
4. Project: Grades Projection IPO
5. Software Types and Elements
6. Project: Software Types and Elements
7. Quiz 1: Computer History, Computer Hardware, Software, and Organization
8. Multimedia and Graphics Software Applications
9. Web-Based Software Applications
10. Project: Multimedia and Web Design Careers
11. Software Design Principles and Tools
12. Project: Software Design Principles Table
13. Quiz 2: Central Processing Unit Operations
14. Special Project*
15. Unit 1 Test
16. Glossary and Credits

Software Development Tools

Unit 2: Software Development

Assignments

1. Personal Information Management (PIM) Tools
2. Project: My Mind-Mapping
3. Computer Security Application Tools
4. Individual Programming Development Tools
5. Project: Assessment of Competitive Office Suites
6. Quiz 1: Different Language Abstraction Layers
7. Database Software Development Tools
8. Web Design Software Development Tools
9. Project: My Personal Website
10. Integrated Development Environments (IDEs)
11. Project: My Text Editor IDE Evaluation
12. Quiz 2: Building Blocks of Programs
13. Special Project*
14. Unit 2 Test
15. Glossary and Credits

Software Development Tools

Unit 3: Debugging

Assignments

1. Download, Install, Explore IntelliJ IDEA
2. Download, Install, Explore NetBeans
3. Project: MY IntelliJ NetBeans IDE Evaluation
4. Download, Install, Explore Eclipse
5. Project: MY IntelliJ NetBeans Eclipse IDE Evaluation
6. Quiz 1: Basic Java Applications
7. Exceptions
8. Project: Best Practices in Exception Handling in Java Programming
9. STDIN and STDOUT
10. File Input, Output, and Network Input, Output
11. Project: Concepts of File I/O and Network I/O
12. Quiz 2: Text Input, Output, and Exceptions
13. Special Project*
14. Unit 3 Test
15. Glossary and Credits

Software Development Tools

Unit 4: Software Configuration Management

Assignments

1. Code Blocks
2. Project: Concepts of Programming Code Structure in Java
3. Iterative Loops
4. For-Each Loops
5. Project: Computing Class Grades
6. Quiz 1: While, Do, While, For, Statements
7. Java Logic
8. If, Else If, Else
9. Project: Write an IF...ELSE Program that Computes the New Salary for the CIO
10. Switch Statements
11. Project: Write a Program Using a SWITCH Statement
12. Quiz 2: If, Then, and Switch Statements
13. Special Project*
14. Unit 4 Test
15. Glossary and Credits

Software Development Tools

Unit 5: Object Modeling UML and Software Testing

Assignments

1. Swing and AWT
2. Creating Frames and Dialog Boxes, Components, Form Fields, Panels, Buttons
3. Project: Building Better Java using GUI Applications, Frames, Containers, and Dialogs
4. HTML and Web Pages
5. Project: Creating a Web Page
6. Quiz 1: GUI Programming
7. Business Information System Trends, Applications, and eCommerce
8. Project: Social Media on Campus
9. Application Servers and JavaServer Pages (JSP)
10. JavaServer Faces and Future Trends in Programming
11. Project: Create a Simple Java Server Page
12. Quiz 2: The Future of Programming
13. Special Project*
14. Unit 5 Test
15. Glossary and Credits

SDT

Unit 6: Course Project, Review and Exam

Assignments

1. Course Project: The Design Team: Creating a Tablet GUI*
2. Review
3. Exam

(*) Indicates alternative assignment

Marketing

Careers in Marketing Research

Marketing research is the foundation of all marketing activities because it provides the data needed to make key strategic decisions about products, promotions, pricing, and other key organizational decisions. This course will provide information about the process of investigation and problem analysis by using research to produce key marketing statistics that are communicated to management and used throughout the organization. This course concludes with the execution, interpretation, and presentation of marketing research.

Objectives

- Plan, organize, and manage day-to-day marketing research activities.
- Design and conduct research activities to facilitate marketing business decisions.
- Use information systems and tools to make marketing research decisions.
- Describe the impact of economics, economics systems and entrepreneurship on marketing.
- Implement marketing research to obtain and evaluate information for the creation of a marketing plan.
- Plan, monitor, manage, and maintain the use of financial resources for marketing activities.
- Plan, monitor, and manage the day-to-day activities required for continued marketing business operations.
- Describe career opportunities and the means to achieve those opportunities in each of the Marketing Career Pathways.
- Select, monitor, and manage sales and distribution channels.
- Determine and adjust prices to maximize return while maintaining customer perception of value.
- Obtain, develop, maintain, and improve a product or service mix in response to market opportunities.
- Communicate information about products, services, images, and/or ideas to achieve a desired outcome.
- Use marketing strategies and processes to determine and meet client needs and wants.

Careers in Marketing Research

Unit 1: The World of Marketing Research

Assignments

1. Course Overview
2. Introduction to Market Research
3. Project: Discovering Business Problems
4. Market Research and the Organization
5. Project: Pets and People's Attitudes Toward Them
6. Trends in Marketing Research
7. Quiz 1: Overview of Marketing Research
8. Functions of Marketing Research
9. Project: Utilizing the Functions of Marketing Research
10. Marketing Research for Decision-making
11. Project: Making Decisions Using Marketing Research
12. Types of Marketing Research
13. Quiz 2: Marketing Research and Decision-making
14. Special Project*
15. Test
16. Course Project Part 1: Elements of Marketing Research*
17. Glossary and Credits

Careers in Marketing Research

Unit 2: The Marketing Research Industry and Ethics

Assignments

1. Overview of the Marketing Research Industry
2. Project: Making Decisions Using Marketing Research
3. Key Firms in the Industry
4. The Marketing Research Industry Structure
5. Project: Understanding and Utilizing the Marketing Research Industry Structure
6. Quiz 1: The Marketing Research Industry
7. Marketing Research Ethics
8. Project: Examining a Code of Marketing Research Standards
9. Ensuring Ethical Standards in Each Phase of Research
10. Project: Ethical Case Studies
11. Participants' Rights and Responsibilities
12. Quiz 2: Research Ethics
13. Special Project*
14. Test
15. Course Project Part 2: Careers and Ethical Situations in Marketing Research*
16. Glossary and Credits

Careers in Marketing Research

Unit 3: Types of Marketing Research

Assignments

1. Overview of Traditional Research Methods
2. Using Surveys and Types of Surveys
3. Project: Creating a Survey
4. Secondary Data and its Role in Marketing Research
5. Project: Utilizing Secondary Data
6. Quiz 1: Traditional Survey Research and Secondary Data
7. Technology and Marketing Research
8. Project: Utilizing Technology in Marketing Research
9. Reaching Participants Online
10. Determining if Online Marketing Research is the Right Choice
11. Project: Determining if Online Marketing Research is the Best Choice
12. Quiz 2: Online Marketing Research
13. Special Project*
14. Test
15. Course Project Part 3: Marketing Research Study Design*
16. Glossary and Credits

Careers in Marketing Research

Unit 4: Market Research Basics

Assignments

1. Overview of Measurement and Labeling of Information
2. Project: Measurement in Marketing Research
3. Data Types and Marketing Research
4. Project: Examples of Nominal, Ordinal, Interval, and Ratio Scales
5. Data Examples and Their Uses
6. Quiz 1: Concepts of Measurement
7. Raw Data into Useful Information
8. The Five Steps in the Data Processing/Analysis Phase
9. Project: Careers in Data Processing and Analysis
10. Tabulating the Data
11. Project: Examples of One-Way Tabulation and Cross-Tabulation
12. Quiz 2: Data Processing
13. Special Project*
14. Test
15. Course Project Part 4: Data Processing and Analysis*
16. Glossary and Credits

Careers in Marketing Research

Unit 5: Putting It All Together

Assignments

1. Communicating the Research Results
2. Project: Marketing Research Report
3. Decisions Based on the Findings
4. Project: Examples of Conclusions and Recommendations/Decisions
5. Implementing the Decisions
6. Quiz 1: Communicating the Research Results
7. Managing Marketing Research for the Long Term
8. Project: Changes that Require New or Updated Decisions
9. Evaluating Decisions and Updating Information through Marketing Research
10. Continued Uses for Data
11. Project: Continued Uses of Data
12. Quiz 2: Managing Marketing Research
13. Special Project*
14. Test
15. Course Project Part 5: Making a Marketing Research Presentation*
16. Glossary and Credits

CMR

Unit 6: Course Project, Review, and Exam

Assignments

1. Course Project Part 6: Marketing Research: A Comprehensive Overview *
2. Review
3. Exam

(*) Indicates alternative assignment

STEM (Science, Technology, Engineering and Mathematics)

Engineering and Design

Engineering and Design is part of the STEM (Science, Technology, Engineering, and Mathematics) education and career path. By building real-world problem-solving and critical-thinking skills, students learn how to innovate and design new products and improve existing products. Students are introduced to the engineering design process to build new products and to the reverse engineering process, which enables engineers to adjust any existing product.

Parallels and analogies from Scriptural examples will firmly seat the course in Bible truth, since God is the master engineer, designer, and creator of everything. Popular topics and issues that are politically controversial will be explored from a Biblical perspective.

A second and equally important emphasis will address how fluid power is used by engineers to make difficult maneuvers easier, increasing efficiency and minimizing effects on the environment. Students will then identify how engineering and design have a direct impact on environmental sustainability and economic greening, with Bible principles incorporated when appropriate. Finally, students will incorporate the engineering design process, environmental life cycle, and green engineering principles to create a decision matrix to learn how to solve environmental issues, while identifying how following God’s original principles would have avoided producing those issues in the first place.

Objectives

- Understand the basic STEM requirements of engineers and the skills required for the occupation.
- Define and understand how forces are transmitted with fluid systems to build efficiency and increase sustainability. With this knowledge, students can solve a problem with a new design solution using fluid power.
- Utilize sketching skills and techniques to produce detailed sketches of components in the design of a real-world object to scale. This allows students to determine the feasibility of a product or design.
- Use the engineering design process and reverse engineering techniques and apply them to a design. They will be able to create and use decision matrices to make design decisions based on logic and analysis. Students will be able to identify and research environmental issues and challenges with respect to energy and air quality.
- Identify and analyze the environmental life cycle of a product or process to solve sustainability challenges for social and industrial environmental issues.

It is helpful if students are familiar with renewable and nonrenewable resources.

Many of the principles discussed in this course can be better addressed through the use of broken machines, toys, and electronics. Collection of these materials prior to the course will greatly help the student in the course.

Engineering and Design

Unit 1: Introduction to Engineering and Design and the Design Process

Assignments

1. Course Overview
2. Design Opportunities All Around Us
3. Design Improvements
4. Project: Creating a Product Discussion Forum
5. Improvements of Everyday Items
6. Project: Model or Prototype Suggestion Presentation
7. Quiz 1: Introduction to Design Opportunities
8. Basic Engineering Concepts
9. Choosing Materials for Design
10. Project: Researching Materials Designs
11. Application of Materials
12. Project: Designing a Destructive Test
13. Quiz 2: Fundamentals of Engineering
14. Special Project*
15. Test
16. Course Project Part 1: Identifying the Product or Process*
17. Glossary and Credits

Engineering and Design

Unit 2: Fluid Systems: Energy and Power Technologies in Engineering

Assignments

1. Fluid Power Systems
2. Fluid Power Devices
3. Project: Researching a Fluid Power System Goal
4. Designing Fluid Power Systems for Future Developments
5. Project: Creating a Fluid Power System for the Future
6. Quiz 1: Introduction to Fluid Power
7. Common Applications for Fluid Power Systems
8. Project: Identifying Fluid Power in Daily Life
9. Efficient Fluid Power Designs
10. Designing a Fluid Power Lifting System
11. Project: Designing a Fluid Power Lift System
12. Quiz 2: Fluid Power Applications and Capabilities
13. Special Project*
14. Test
15. Course Project Part 2: Incorporating a Fluid Power System*
16. Glossary and Credits

Engineering and Design

Unit 3: Modeling and Sketching

Assignments

1. Introduction to Technical Sketching and Drawing
2. Project: Interview an Engineer About Sketching
3. Geometric Shapes and Solids in Engineering
4. Drawing to Scale
5. Project: Creating a Technical Sketch of an Everyday Object to Scale
6. Quiz 1: Introduction to Design and Technical Sketches
7 The Applications for Modeling in Engineering
8. Modeling and Prototypes
9. Project: Researching Model Uses in Remote or Dangerous Locations
10. Designing a Sketch Model
11. Project: Presenting a Sketch Model of a Designed Pet Toy
12. Quiz 2: Sketch Modeling
13. Special Project*
14. Test
15. Course Project Part 3: Designing a Sketch Model*
16. Glossary and Credits

Engineering and Design

Unit 4: Reverse Engineering

Assignments

1. Reverse Engineering: Visual Analysis
2. Reverse Engineering: Functional Analysis
3. Project: Creating a Function Structure Diagram or Product Teardown Chart
4. Reverse Engineering: Structural Analysis
5. Project: Creating a Morphological Matrix
6. Quiz 1: Introduction to Reverse Engineering
7. Finding the Product: The Reverse Engineering and Design Process Applied
8. Implementing the Procedure: Reverse Engineering a Product
9. Project: Reverse Engineering Documentation and Presentation
10. Calculating the Process: Materials, Time, and Cost for Improvement
11. Project: Researching Materials, Time, and Cost for Product Modifications
12. Quiz 2: Using Reverse Engineering for Product Improvement
13. Special Project*
14. Test
15. Course Project Part 4: Calculating the Process: Materials, Time, and Cost Analyses*
16. Glossary and Credits

Engineering and Design

Unit 5: Engineering to Improve Sustainability

Assignments

1. Environmental Engineering Introduction
2. Project: Researching a Local Sustainability Issue
3. Energy and Air Quality
4. Green Buildings and Green Initiatives
5. Project: LEED Ratings for Building Construction
6. Quiz 1: Introduction to Environmental Engineering
7. Environmental Assessment and Impacts
8. Project: Researching Life Cycles for Assessment
9. Green Design Principles: Systems and Environment
10. Incorporating Green Engineering Principles
11. Project: Creating a Decision Matrix for an Environmental Issue
12. Quiz 2: Environmental Life Cycle and Green Engineering Design
13. Special Project*
14. Test
15. Course Project Part 5: Incorporating Green Engineering Principles*
16. Glossary and Credits

E&D

Unit 6: Course Project, Review, and Exam

Assignments

1. Course Project Part 6: Conducting a Life-Cycle Analysis*
2. Course Review
3. Exam

(*) Indicates alternative assignment

Engineering and Product Development

Engineers address society's needs and problems by designing and producing products and services. The field is diverse and includes Christian professionals who design skyscrapers, design machinery, oversee public works, and develop software and systems.

The purpose of this course is to provide an overview of the concepts of product engineering and development from a Christ-centered perspective. Students will analyze the life cycle of a product to prepare it for distribution and target markets. The course begins with building an understanding of the product life cycle, from the initial idea to drafting requirements to using 3-D modeling tools and other design tools. The final unit focuses on assembling project plan pieces for a product and evaluating the plans for a successful product launch. In addition, the course will provide information about the different careers available to students interested in engineering, product development, and project management, as well as, organizations that provide encouragement to Christian engineers.

Objectives

- Understand the field of engineering design and product development, as well as economic and project management concepts.
- Recognize the complex variables that need to be planned and coordinated as part of the product development life cycle.
- Develop ideas for overcoming challenges and issues related to engineering and product development and identify different career paths related to engineering and project management.
- Analyze product development life cycle management and discuss the role of data and human resources.
- Identify best practices for project management in engineering and strategies for building successful projects that utilize communication and critical thinking skills required for addressing complex problems.
- Evaluate and critique multiple perspectives and multiple vested interests involved in engineering project management and product development.

For topics in this course, it is helpful for students to be familiar with general concepts about engineering, as well as the basics of accessing IT tools and resources for conducting research on web sites.

If students are not familiar with these topics, it is important for them to familiarize themselves with online resources for engineering and product development.

Engineering and Product Development

Unit 1: Introduction to Engineering and Product Development

Assignments

1. Course Overview
2. Introduction to Engineering
3. Fundamentals of Product Development
4. Project: Analyze Product Engineering
5. Identifying and Testing Product Concepts
6. Project: Product Development Process
7. Quiz 1: Engineering and Product Concepts
8. Requirements in Engineering, Design and Developing a Prototype
9. Project: Write Engineering Requirements for Your Product
10. Testing the Product
11. Deploying Products to Market
12. Project: Software Deployment Plan
13. Quiz 2: Specifications, Design and Testing Products
14. Special Project*
15. Test
16. Course Project Part 1: Research Smart Grids*
17. Glossary and Credits

Engineering and Product Development

Unit 2: Project Charter and Requirements (PDLC Phases)

Assignments

1. What is a Project Charter?
2. Writing Project Charters and Understanding Requirements
3. Project: Write a Project Charter
4. Analyzing Project Charters
5. Project: Write a Charter for a Recycling Project
6. Quiz 1: The Components of Project Charters
7. What Are Requirements?
8. Defining and Writing Requirements
9. Project: Competing with the Best
10. Writing Product Requirements
11. Project: Reverse Engineering
12. Quiz 2: Establishing Requirements
13. Special Project*
14. Test
15. Course Project Part 2: Summarizing Case Studies of Selected Smart Grid Technology*
16. Glossary and Credits

Engineering and Product Development

Unit 3: Design and 3-D Modeling

Assignments

1. Design Engineering
2. Project: Student Engineer Needed: Houseplant Watering System
3. Analyze Problems and Potential Solutions in Design Engineering
4. Analyze Design Plans
5. Project: Design a Running Shoe
6. Quiz 1: Exploring the Possibilities in Design
7. Engineering Modeling Tools
8. Practice Using Engineering Modeling Tools
9. Project: Design a Part in 3-D
10. Evaluate Engineering Tools and Careers
11. Project: Evaluate 3-D Modeling Tools
12. Quiz 2: Becoming Familiar with Design Tools
13. Special Project*
14. Test
15. Course Project Part 3: Developing Components for the Final Project Plan*
16. Glossary and Credits

Engineering and Product Development

Unit 4: Product Launch (Implementation)

Assignments

1. The Implementation Stage
2. Analyze an Implementation Plan
3. Project: Write an Implementation Plan
4. PLM, Implementation, and Industry Concepts
5. Project: Prepare a Presentation about Engineering Contests
6. Quiz 1: Putting Implementation into Action
7. Implementation Plan and Product Launch
8. Implementation Plan and Product Life Cycle
9. Project: Timeline, Market, Budget
10. Marketing, Engineering, and Implementation
11. Project: Reverse Engineer a Marketing Plan
12. Quiz 2: Getting the Product Ready for the Market
13. Special Project*
14. Test
15. Course Project Part 4: Designing and Modeling the Smart Grid*
16. Glossary and Credits

Engineering and Product Development

Unit 5: Review Full Product Development Life Cycle

Assignments

1. Reviewing the Product Development Life Cycle and Key Strategies
2. Project: Write a Project Plan
3. Assembling a Successful Project Plan
4. Planning, Structure, and Thinking Behind Project Plans
5. Project: Write Part of a Project Plan Chart
6. Quiz 1: Putting Together the Pieces of the Plan
7. Compare and Contrast Project Plans
8. Assembling Project Plans and Engineering for the Twenty-First Century
9. Project: Develop a 3-D Video Game Project Plan and Sample Game
10. How to Evaluate Project Plans
11. Project: Write a Project Brief and Evaluate It
12. Quiz 2: Perfecting Your Project Plan
13. Special Project*
14. Test
15. Course Project Part 5: Implementation Plan*
16. Glossary and Credits

E&PD

Unit 6: Course Project, Review, and Exam

Assignments

1. Course Project Part 6: Finalize Your Proposal*
2. Course Review
3. Exam

(*) Indicates alternative assignment

Transportation, Distribution and Logistics

Introduction to Careers in Transportation, Distribution, and Logistics

Transportation and Distribution Logistics is a course intended to introduce students to the complicated world of commercial transportation. This area of commerce is becoming increasingly complex and sophisticated, with work and career openings available at all levels of education. Most people, however, see only fragments of the big picture.

Transportation is among the most crucial and defining elements of modern commerce. The ability to move people and goods from place to place requires vast investments of technology, and of manpower. Without that investment almost all aspects of modern life would grind to a halt.

Objectives

- Describe the nature and scope of the Transportation, Distribution, and Logistics Career Cluster and the role of transportation, distribution, and logistics in society and the economy.
- Describe the application and use of new and emerging advanced techniques to provide solutions for transportation, distribution, and logistics problems.
- Describe the key operational activities required of successful transportation, distribution, and logistics facilities.
- Identify governmental policies and procedures for transportation, distribution, and logistics facilities.
- Describe transportation, distribution, and logistics employee rights, and responsibilities, and employers' obligations concerning occupational safety and health.
- Describe career opportunities and means to achieve those opportunities in each of the transportation, distribution, and logistics career pathways.
- Understand the strengths and weaknesses of the major modes of transportation, and the technological innovations that are occurring in each area.
- Learn about the role of governmental agencies and their impact on transportation systems.
- Analyze financial data to develop budgets, and determine profitability, cost reduction, and asset utilization.
- Identify the job requirements and aptitude needed to successfully pursue different career pathways in the TDL areas.

Intro. to Careers in Transportation, Distribution, and Logistics	**Unit 1: Transportation Overview**	
	Assignments	
	1. Course Overview	10. The Regulatory and Competitive Environment for Transportation
	2. Characteristics of Each Transportation Mode	11. Careers in Transportation That Move People
	3. Project: Create a Shipping Plan	12. Project: Understanding Educational Requirements for Specific Jobs
	4. A Brief History of Transportation, Logistics, and the Economic Environment	13. Quiz 2: Transportation of People and the Regulatory Environment
	5. Careers in Transportation	14. Special Project*
	6. Project: A Week in the Life of a Transportation Worker	15. Test
	7. Quiz 1: Modes of Transportation	16. Course Project Part 1: What's Your Niche?*
	8. Mass Transportation	17. Glossary and Credits
	9. Project: FAA Guidelines for Pilots	

Intro. to Careers in Transportation, Distribution, and Logistics

Unit 2: Distribution and Warehousing

Assignments

1. The Roles of Distribution
2. Project: Design a Distribution Center
3. Warehouse Functions and Facilities Management
4. Facility Layout and Equipment
5. Project: Visit a Warehouse
6. Quiz 1: Inside Distribution Centers and Warehouses
7. Automation in Distribution
8. Project: Create an Advertisement
9. Managing Distribution Operations
10. Careers in Distribution Center Management
11. Project: Interview a Warehouse Employee
12. Quiz 2: Roles and Responsibilities in the Distribution Center
13. Special Project*
14. Test
15. Course Project Part 2: Your Team*
16. Glossary and Credits

Intro. to Careers in Transportation, Distribution, and Logistics

Unit 3: Transportation Systems, Infrastructure Planning, Management & Regulation

Assignments

1. History of Transportation Systems in the United States
2. Project: The Pony Express
3. History of Transportation Systems in Europe
4. Project: Early Transportation Systems
5. History of Transportation in Asia
6. Quiz 1: History of Transportation Systems
7. Modern Transportation Infrastructure
8. Project: Regulated Transportation Industries
9. Transportation Planning and Regulation in the United States
10. Careers in Transportation Planning and Regulation
11. Project: Getting Around Your Community
12. Quiz 2: Modern Transportation Infrastructure Management, Planning, and Regulation
13. Special Project*
14. Test
15. Course Project Part 3: Job Descriptions*
16. Glossary and Credits

Intro. to Careers in Transportation, Distribution, and Logistics

Unit 4: Logistics & Logistics Services

Assignments

1. Inventory Management
2. Project: Design an Inventory Ordering System for Your Household
3. Purchasing
4. Reverse Logistics
5. Project: Evaluate a Company's Reverse Logistics Policies
6. Quiz 1: Logistics Functions (Other than Transportation and Distribution)
7. Third- and Fourth-Party Logistics
8. Logistics in the Military
9. Project: United States Army Corps of Engineers: Their Contributions
10. Careers in Logistics
11. Project: You: The Logistician
12. Quiz 2: Outsourced and Military Logistics, and Logistics Careers
13. Special Project*
14. Test
15. Course Project Part 4: Getting the Right People in the Right Seat*
16. Glossary and Credits

Intro. to Careers in Transportation, Distribution, and Logistics

Unit 5: Future Trends in Transportation, Distribution & Logistics

Assignments

1. Self-Driving Vehicles
2. Project: Getting from Here to There without a Driver
3. Drones
4. Robots
5. Project: Robotics in Our Future
6. Quiz 1: Impact of Technology (Part 1)
7. Radio Frequency Identification (RFID)
8. Project: The Evolution of RFID Technology
9. Increased Supply Chain Visibility
10. Project: The Science Behind the Technology
11. The Rebirth of Manufacturing in the USA
12. Quiz 2: Impact of Technology (Part 2)
13. Special Project*
14. Test
15. Course Project Part 5: Building the Company*
16. Glossary and Credits

ICTDL

Unit 6: Course Project, Review, and Exam

Assignments

1. Course Project Part 6: You're in Business
2. Review
3. Exam

(*) Indicates alternative assignment

Careers in Logistics Planning and Management Services

This course discusses careers in Logistics Planning and Management Services, and provides students with the history of logistics and recent advances in the field. The history of logistics creates a foundation of knowledge to build our understanding of the social and economic benefits of modern logistics. Modern societies and economic development depend on the ability to transport products from their point of origin to store shelves and then into the hands of consumers. Current trends in logistics favor low-cost methods, safety, technology, sustainability, and regulations to keep the goods flowing from their source to the consumers.

Packaging goods and materials for safe transport begins with knowing what is being handled. Goods that are intended for consumers have different packaging requirements than materials being shipped to manufacturers. Unitization makes it possible to move goods easily inside warehouse and distribution centers and between modes of transportation. Goods are often shipped through a combination of air, land, rail, and sea modes of transportation. When deciding which node to use, logistics managers consider the location, transportation plan, routing, convenience, security, and costs related to their node decision.

Managing inventory involves decision making and analysis to ensure the goods and materials flow through the logistics channels and supply chain properly. Inventory is an asset that the business carries to add revenues and profits. Identifying the need for goods and services is the first step in obtaining goods and services. Within the logistics process, many goods and services are obtained through a process of procurement. Space, time, and money are all important factors to consider when managing existing inventories and the need for future inventories.

Decision makers often look for a balance between the speed and the cost to ship goods. Documentation is needed to identify goods, enable tracking, indicate where the goods are from, and where they are being shipped. Liability for goods is common in all modes of shipping. Risk management identifies, analyzes, and evaluates elements of the business that can go wrong. These liabilities can be outside of the company's control, but many can be prevented. Regulatory agencies create rules and regulations that are intended to protect the public from many risks. Risk management considers the potential for risk— insurance is one way to minimize the risk. Everyone who holds a financial interest in the goods, vehicles, and property wants to know they are protected, so they buy insurance.

Regulatory agencies work in cooperation with other agencies to minimize the risks and liabilities for employers and their employees. OSHA advises employers, their staff, labor unions, and industry leaders on what they can do to keep the workplace safe. They also inspect the workplace to ensure the employers are in compliance with OSHA standards. Logistics offers many career opportunities across seven career pathways. Logistics is a high growth industry, and is a stable career choice. There is something for every career-seeker, ability, and experience level.

The objective of this course is to introduce the student to the field of logistics planning and management and to explain the career opportunities that are available in this field.

Objectives

- Apply communication skills with students, parents and other groups to enhance learning and a commitment to learning.
- Demonstrate critical thinking skills while processing logistics management perspectives, warehouse and distribution operations, inventory controls, regulations, and safety procedures.
- Categorize risks to safety, health, and the environment in the logistics industry.
- Demonstrate collaboration skills to enhance professional objectives for the company and the customer.
- Describe the rights and responsibilities that apply to individuals and practitioners within the logistics industry.
- Define professional development requirements to maintain employment and to advance in their chosen career.
- Apply organizational skills and logic to enhance their abilities and aptitudes.
- Demonstrate skills that enhance their understanding of safety in the workplace.

Careers in Logistics	Unit 1: Providing and Managing Logistics Services for the Company and the Customer	
	Assignments	
	1. Course Overview	9. Project: Goods and Their Origins

2. The Role of Transportation, Distribution, and Logistics in Society and the Economy	10. The Challenges of Transporting Goods
3. Project: From Origin to Consumer	11. Making Logistics Easier with Technology
4. Current Trends in Logistics	12. Project: Process Improvement
5. You Are the Future of Logistics	13. Quiz 2: Logistics and the Supply Chain
6. Project: Making Goals	14. Special Project*
7. Quiz 1: Transportation, Distribution, and Logistics - Then and Now!	15. Test
8. Logistics Management and the Supply Chain	16. Course Project Part 1: Distribution Facility Project*
	17. Glossary and Credits

Careers in Logistics Planning and Management Services

Unit 2: Logistics and Supply Chain Management

Assignments

1. Material Handling: Packaging	9. Distribution is the Center of Activity Within
2. Project: Consumer Goodies	10. Project: Where Did You Get That?
3. Material Handling: Unitization	11. Pricing
4. Material Handling: Weights & Measures	12. Quiz 2: Warehousing, Distribution, and Pricing
5. Project: The Space Shuttle Endeavor	13. Special Project*
6. Quiz 1: Material Handling	14. Test
7. Warehousing	15. Course Project Part 2: Innovation*
8. Project: Kansas City Smart Port	16. Glossary and Credits

Careers in Logistics Planning and Management Services

Unit 3: Inventory and Inventory Management

Assignments

1. Inventory	9. Managing Procurement and Purchasing
2. Project: Taking Stock (Part 1)	10. Project: Business Culture
3. Inventory Management	11. Optimizing Procurement Practices
4. Project: Taking Stock (Part 2)	12. Quiz 2: Procurement and Purchasing
5. Inventory Accounting	13. Special Project*
6. Quiz 1: Inventory Management	14. Test
7. Procurement and Purchasing	15. Course Project Part 3: Inventory Controls*
8. Project: Colgate's Procurement Process	16. Glossary and Credits

Careers in Logistics Planning and Management Services

Unit 4: Transportation Management

Assignments

1. Modes of Transportation	9. Regulating Risk
2. Project: Mode to Go	10. Project: Emergency Response
3. Documentation	11. Insuring Risk
4. Project: Importing & Exporting	12. Quiz 2: Risk Management
5. Liability	13. Special Project*
6. Quiz 1: Transportation, Documentation, and Liability	14. Test
	15. Course Project Part 4: Modes of Transportation*
7. Managing Transportation Risk	16. Glossary and Credits

Careers in Logistics Planning and Management Services

Unit 5: Logistics Safety & Opportunity

Assignments

1. OSHA Rights & Responsibilities	9. Available Careers
2. Project: OSHA's Forms	10. Project: Creating A Resume
3. Safety First	11. Career Credentials
4. Project: Hazardous Materials	12. Quiz 2: You Are the Future of Logistics!
5. Working & Safety	13. Special Project*
6. Quiz 1: Safety First	14. Test
7. Career Goals	15. Course Project Part 5: Preparation & Prevention*
8. Project: Personality Traits	16. Glossary and Credits

CLPMS

Unit 6: Course Project, Review, and Exam

Assignments

	1. Course Project Part 6: Preparing Your Proposal*	3. Exam
	2. Review	

(*) Indicates alternative assignment